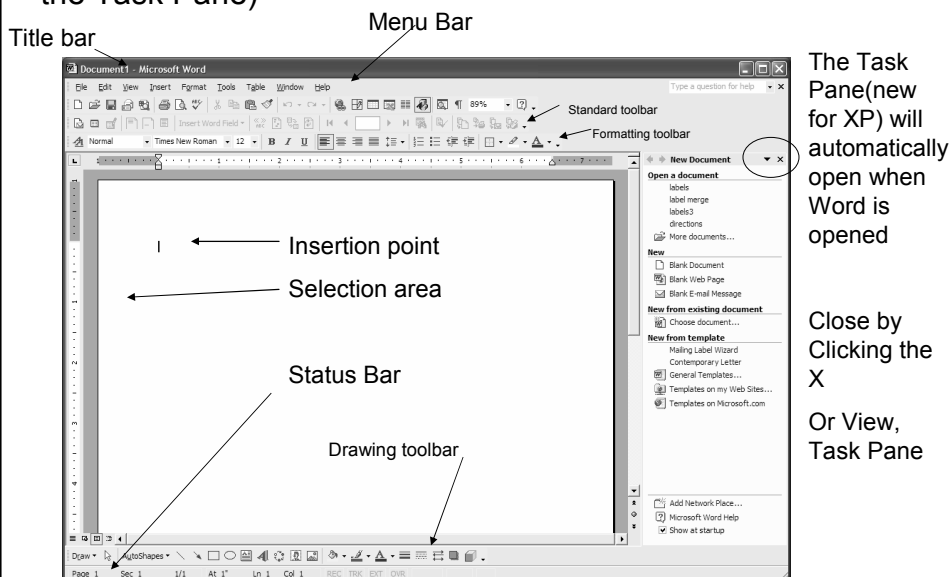# Introduction to

Word XP

Things to cover:

- Define terminology
- Identifying icons, toolbars, etc.
- Create, save and edit files
- Using spell check & AutoCorrect
- Cut, copy & paste documents

- Create directories
- Using Date Function
- Setting Margins
- Handy features (undo/redo, select text shortcuts, overtype/insert, etc)
- Format text

Definitions of basic terms

- Application – software program
- Icons – picture buttons that perform an action
- Alert Box – generally contains a prompt for add'n information, a warning regarding current operation, or an error message
- Object menu – a list of choices when you right click on an object
- Drag – holding down the left mouse button while moving the mouse
- Menu – a list of available choices of commands
- Submenu – an additional list of choices from a menu command. Example: clicking on the ▶ next to Toolbars will give you a "submenu"

Word XP view   (all is the same as 2000 except for the Task Pane)

Title bar

Menu Bar

Standard toolbar

Formatting toolbar

Insertion point

Selection area

Status Bar

Drawing toolbar

The Task Pane(new for XP) will automatically open when Word is opened

Close by Clicking the X

Or View, Task Pane

Glossary of terms for window elements

- *Title bar* – displays the name of the current application and name of the current document
- *Menu bar* – lists the names of the menus available
- *Standard toolbar* – gives you quick access to frequently used editing functions. Names of buttons are displayed when the mouse pointer is rested over them.
- *Formatting toolbar* – quick access to frequently used formatting functions. Names of buttons are displayed when the mouse pointer is rested over them
- *Scroll bars* – used to move thru a document – vertical and horizontal
- *Navigator buttons* – located below the vertical scroll bar and used to "navigate" thru a long document
- *Status bar* – displays current document information (page you are on, number of pages in document, if Insert or Overtype is on.
- *Selection area* – the area located to the left of the left margin in a document. It allows you to quickly select blocks of text. It is identified when the mouse pointer changes to a white, right pointing arrow.
- *Task Pane* – allows you to perform many of the same actions found in the menu bar

Displaying Menus

- Word 2000 and XP shows frequently used commands on a "short" menu.
- The "chevron" at the bottom of the menu means there are more choices
- You can click on the chevron or wait a few seconds for the entire menu to appear.
- When you select a menu choice, that selection will appear on the "short" menu the next time you use it.
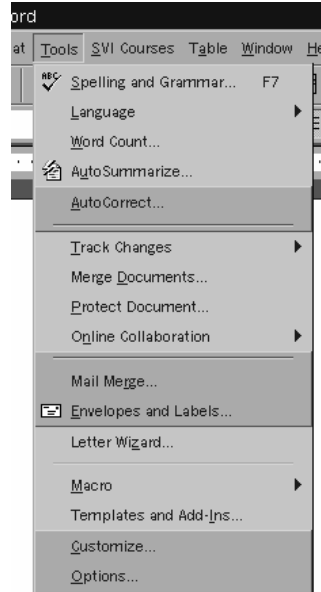
Word 2000 and XP uses "smart menus" based on the options you are using.
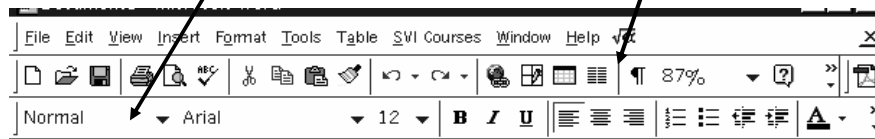This feature is not available in Word 97

Short Menu   Full Menu
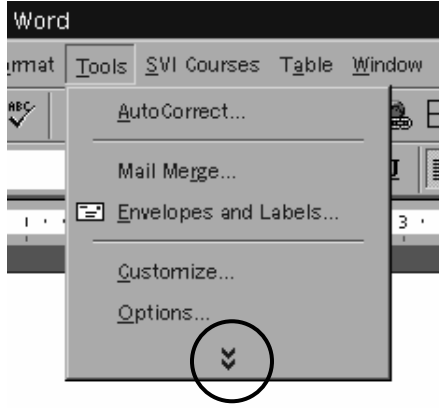
Click here to immediately expand to full menu

Toolbars in Word

- By default, you will have a Standard toolbar
- And a Formatting toolbar

Resting your cursor over the icons will give you a short description on what function that button performs
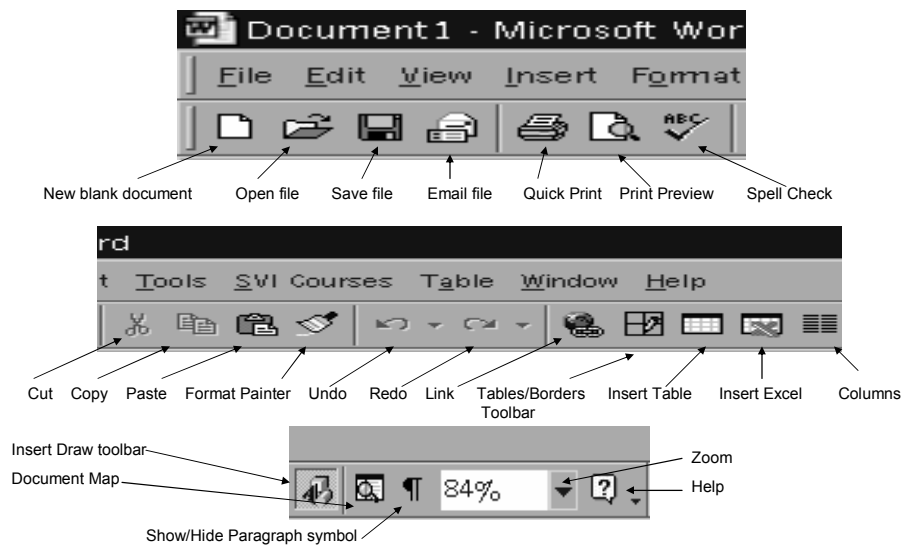
- The first time you use Word, your 2 toolbars may be sharing the same line

File Edit View Insert Format Tools Table SVI Courses Window Help
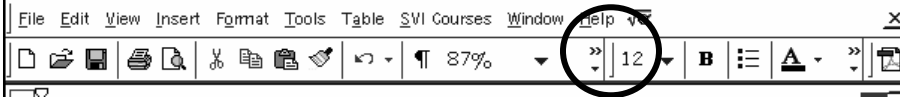
- These can be separate to 2 lines by
  - Click Tools, Customize, Options tab
  - Put a check in the box to show Standard and Formatting toolbars on 2 rows
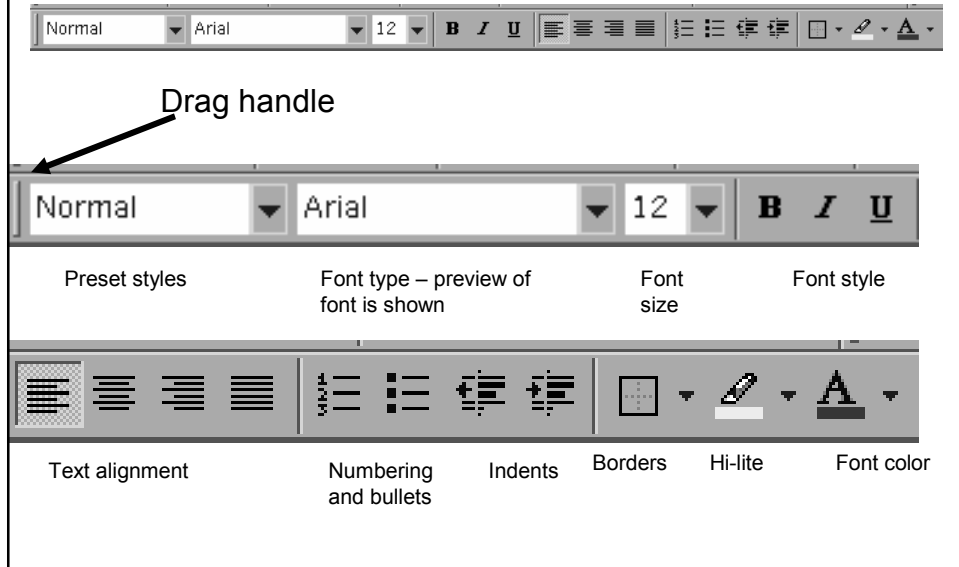 - Click Close

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Standard toolbar

The icons in the standard toolbar are shortcuts for the same commands that can be found under the choices in the Menu bar (File, Edit, View, Insert, etc.). Note that some options may be slightly different in Word 2000 vs. Word XP

Document1 - Microsoft Wor

File Edit View Insert Format

New blank document   Open file   Save file   Email file   Quick Print   Print Preview   Spell Check

rd

t Tools SVI Courses Table Window Help

Cut   Copy   Paste   Format Painter   Undo   Redo   Link   Tables/Borders Toolbar   Insert Table   Insert Excel   Columns

Insert Draw toolbar

Document Map

Zoom

Help

Show/Hide Paragraph symbol

84%

Formatting Toolbar

This toolbar gives you fast access to commands found under Format in the Menu bar.
Sometimes this toolbar may be on the same line as the Standard toolbar and not all buttons will
be shown. Click on Tools, Customize, Toolbar tab, put a check in appropriate box.

Drag handle

| Preset styles | Font type – preview of font is shown | Font size | Font style |

| Text alignment | Numbering and bullets | Indents | Borders | Hi-lite | Font color |

What if I am missing toolbars?

- To add (or remove) any toolbar…
- Click on View, Toolbars
- Make your selections.
- If you do not have the Drawing toolbar at the bottom of your screen, you might want to add this one. It will be useful

Task Panes

- This is a new feature in Office XP
- Task Pane can be turned off by clicking on the "X" or View, Task Pane
- Task Pane choices vary between programs (Word, PowerPoint, Excel)
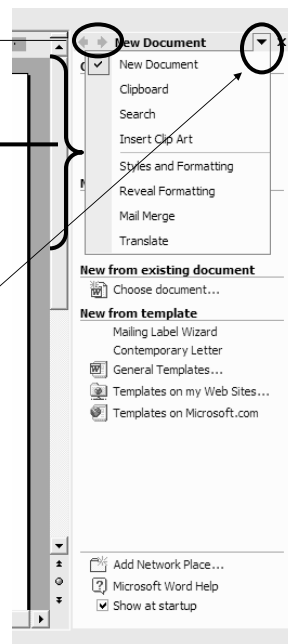- Task Pane automatically opens when your application is started

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The arrows will let you scroll thru the available panes

In Word, these are the different task panes that are available.

The checkmark shows which pane is "active"

You can see the choices by clicking on the black arrow

When you select clip art, the Clip Art Pane will automatically be available

New Document

- New Document
- Clipboard
- Search
- Insert Clip Art
- Styles and Formatting
- Reveal Formatting
- Mail Merge
- Translate

New from existing document
- Choose document...

New from template
- Mailing Label Wizard
- Contemporary Letter
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

- Add Network Place...
- Microsoft Word Help
- ☑ Show at startup

Open a blank document

- When you open Word XP, a blank document will automatically open and you are ready to begin.
- You will also have the New Document Task Pane to the right

Click here for new, blank document or in Task Pane
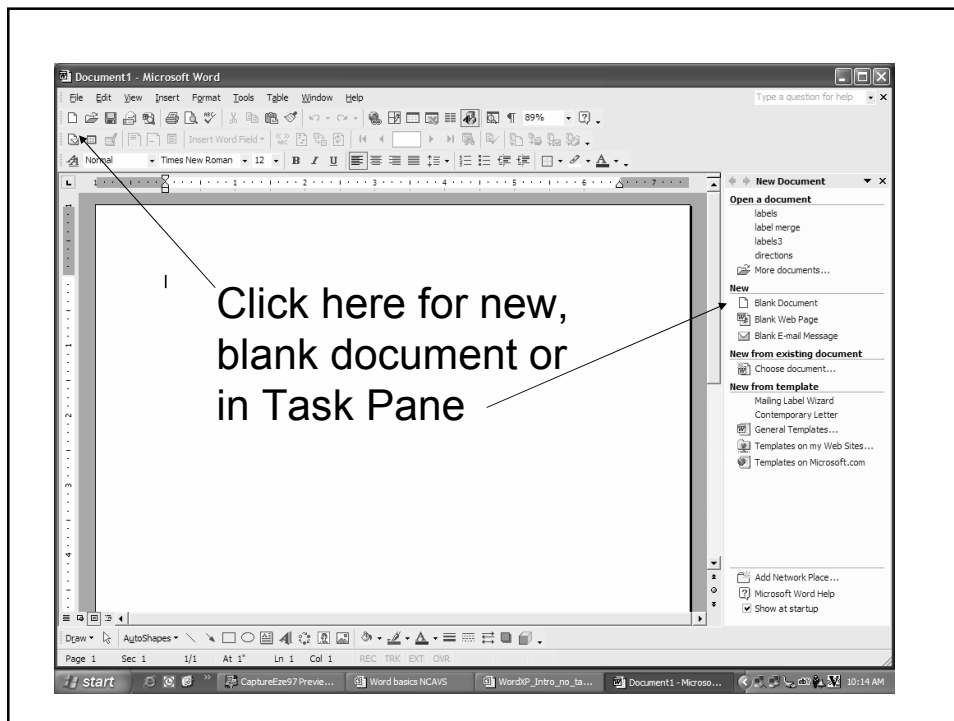
New Document Task Pane

Task Pane lets you have quick access to the same choices you would find under the File menu…

• Previously opened files

• New, blank document

• Open existing files

• Open Word templates

You also have quick access to Help at the bottom
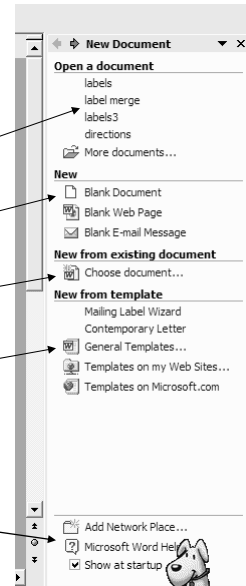
Save a new document in a new folder

- Word lets you create a new folder at the same time you are saving a document
- Word automatically defaults to My Documents to save your files
- Word also displays a Places Bar on the left hand side for quicker access to your Desktop and My Documents
- Word also lets you delete files or folders from the Save As window – click on the file or folder then hit your Delete key

For example: Canada Report

Make sure that **Save As Type** says Word Document

Click one time on Save. Your file is now saved in your H drive!
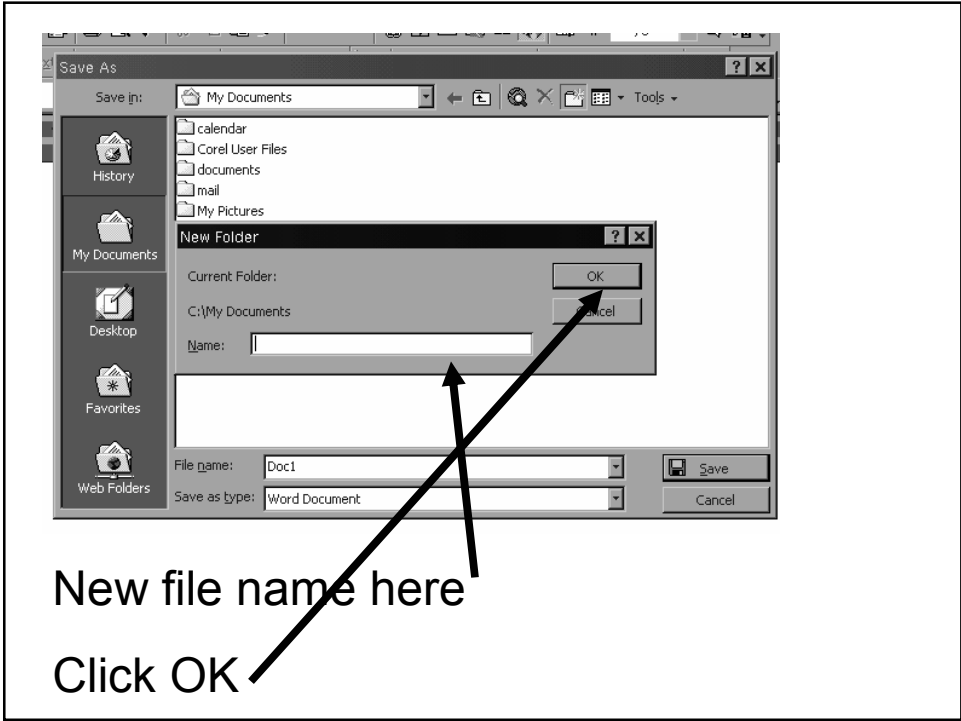
Create a new folder in a folder

- If you are saving a file in My Documents and would like to create a new folder to better organize your files.
- For example, create a folder named "letters"
- Click on the new folder icon, type the new file name, hit Enter

Places Bar
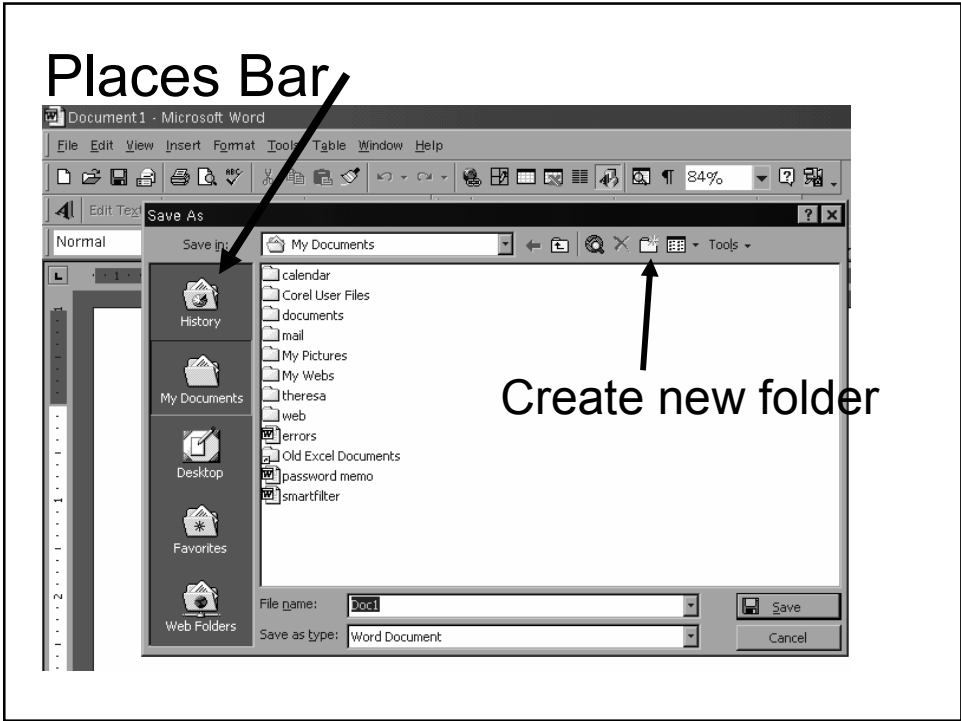
Create new folder

New file name here

Click OK

Saving your file on your "H" drive(if available)

- Click on File in the menu bar, then click Save As….
- This will open a dialog box called Save As
- In the Save In window, you must find your H: drive with your name on it!

- You may need to click on the ▼ next to the window in Save In to find your H drive.

- Click on your H drive
- This will show you the files in your folder
- Make sure All Files show in the Files of Type window near the bottom
- Click on the file you want
- Click Open
- Your file is now open!
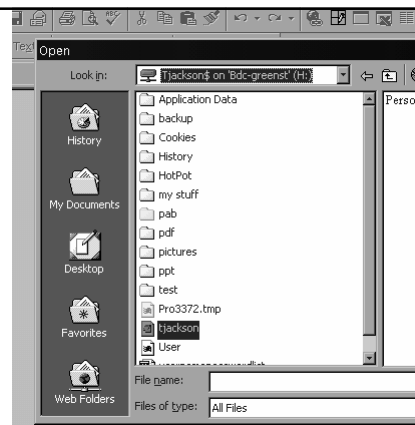
Opening a saved file

- Click **File**, **Open**
  - Or click the Open file icon on the toolbar
- **Open** window appears
  - If you saved your file in H
    - Click on the drop down arrow in the **Look in** Window to navigate to that location
  - If saved in a sub folder
    - Double click on that folder to see contents
- Click on file name
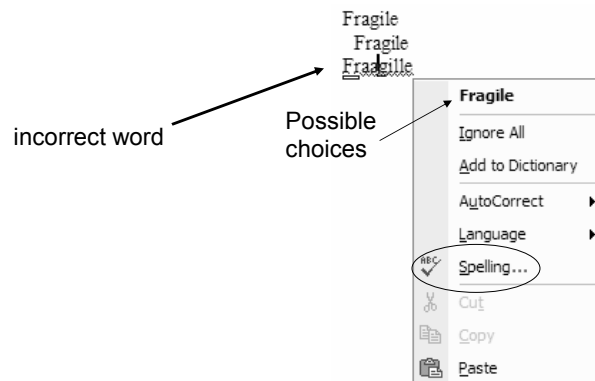- Click **Open**
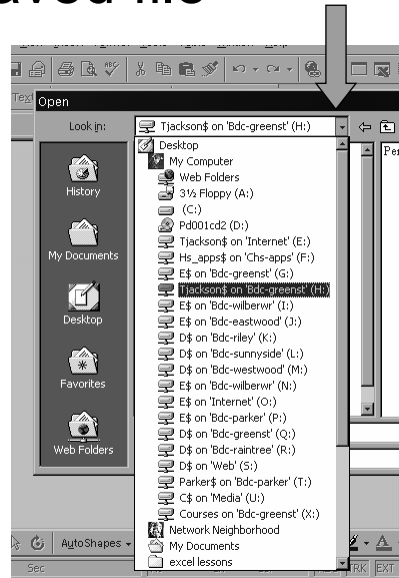
Handy Features

- Word has several helpful features available to save time
- Undo   Redo

Clicking on the small black arrow will

show of list of recent actions

- Overtype/Insert is found at the bottom of your screen – double click to turn on to Overtype, off to Insert

Spell Check/AutoCorrect

- Word automatically corrects errors & makes grammatical corrections as you type. This is called AutoCorrect.
- You can control the type of auto corrections from the dialog box.
- If the word is not found in the dictionary(names, places) it is marked with a wavy, red line.
- If a grammar error is detected, it is marked with a wavy, green line
  - Extra space in a sentence, wrong verb tense, etc.

- To display a list of possible spelling corrections, right click on the word and select the correct spelling
- If the correct word is not listed, run a complete spell check by clicking Spelling on the menu
- To add a word to the dictionary, click Add to Dictionary

Fragile
Fragile
Fragille

incorrect word

Possible choices

| Fragile |
| Ignore All |
| Add to Dictionary |
| AutoCorrect ▶ |
| Language ▶ |
| Spelling… |
| Cut |
| Copy |
| Paste |

AutoCorrect

- This feature makes certain sentence corrections as you type(irregular capitalization) as well as fix common typing errors.
- To see the AutoCorrect dialog box, Click Tools, then AutoCorrect Options
- If you have words you usually misspell you can add to the list

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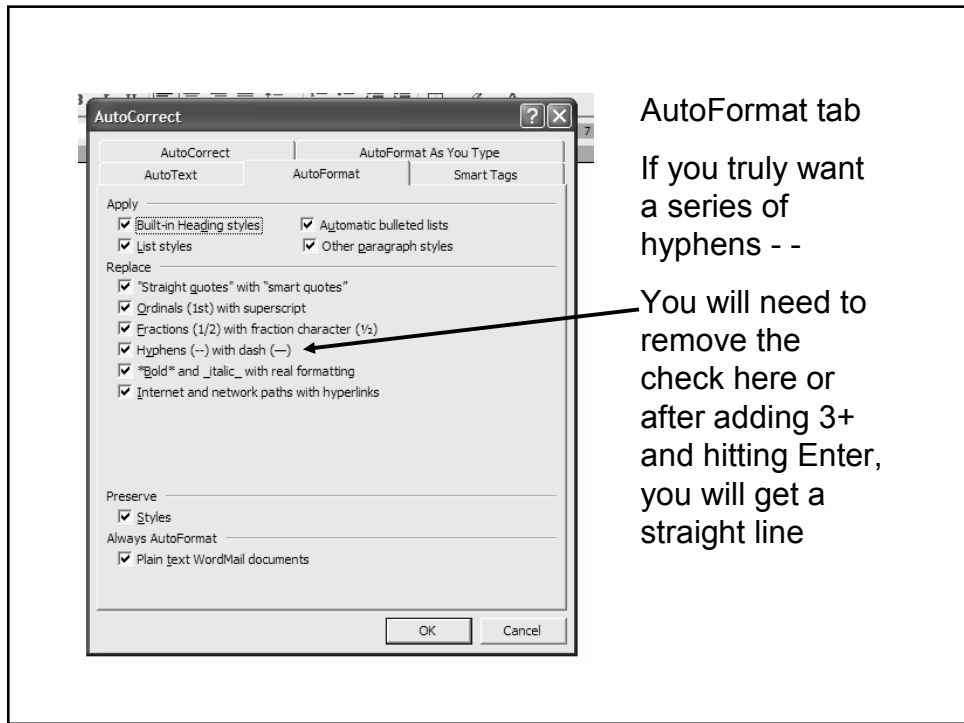- AutoCorrect will also insert certain some special characters
- (c)   ©   (r)   ®   (tm)   ™

    :-)   ☺   1/2 ½   1st   1st

- You can turn certain features of AutoCorrect off
  - Initial caps
  - Automatic bulleting
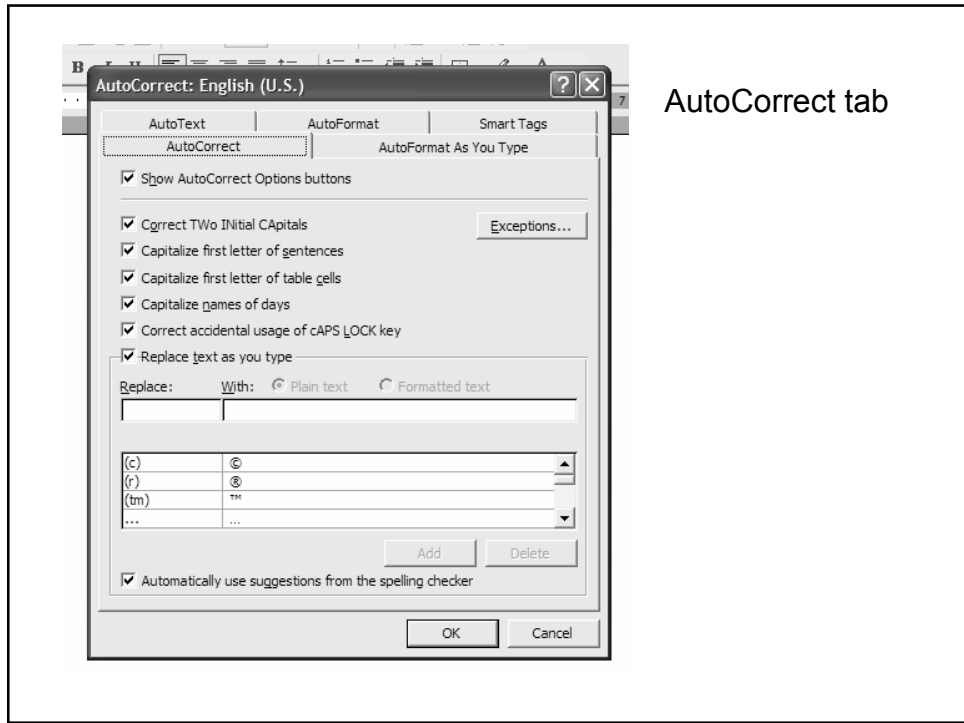
AutoCorrect tab

AutoFormat tab

If you truly want a series of hyphens - -

You will need to remove the check here or after adding 3+ and hitting Enter, you will get a straight line

AutoFormat As You Type tab

Add or remove check marks as needed

Grammar Check

Right click on the grammar error for this shortcut menu

You can still run a normal spelling & grammar check by going to Tools, Spelling or click the on the tool bar
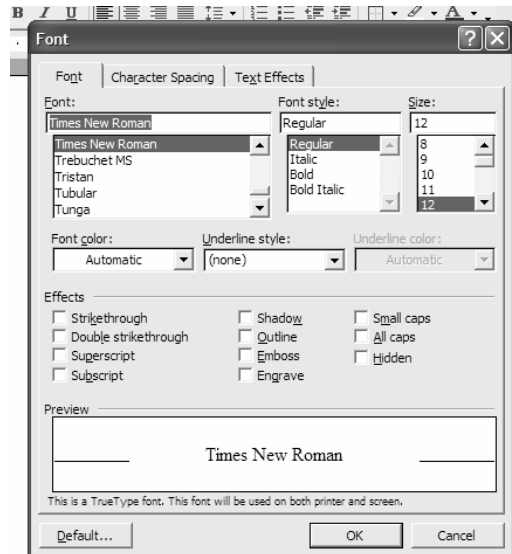
Format Text

- Formatting text(font, size, bold, italic, underline, color, text alignment, etc) operates very similar to WordPerfect.
- You must first select the text you want to change
- You can use the Formatting toolbar or click Format, then Font

Word gives you an instant preview of the typestyle when using the Format toolbar
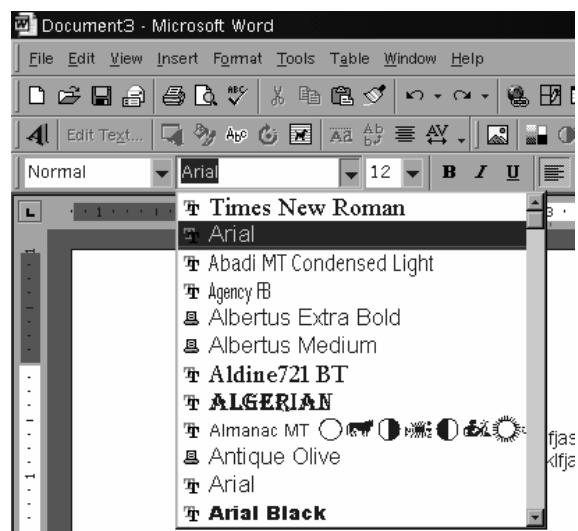
Or you can use Format, Font

Select text shortcuts

To Select:	Do this:
One word	Double-click the word
A line	Click in the selection area to the left of the line(The cursor changes to a right-pointing arrow when it is in the selection bar
A sentence	Press and hold Ctrl and click anywhere in the sentence
A paragraph	Triple-click anywhere in the paragraph
An entire document	Triple-click anywhere in the selection area

Remember that the selection area is the blank area to the left of the left margin – your pointer will change from the "I" beam to a right pointing arrow

Selection area
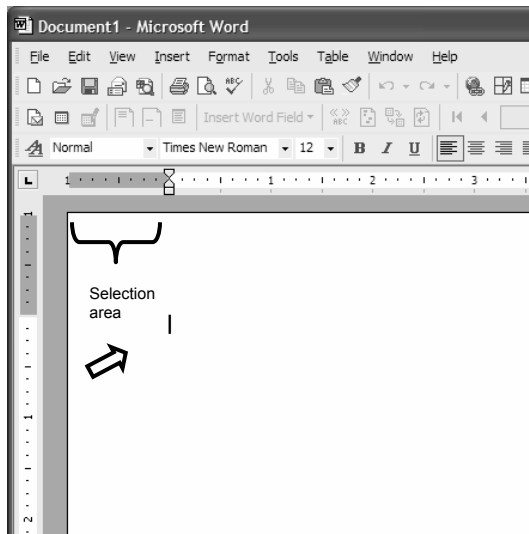
The area to the left of your left margin on your document is the "selection area"

When your cursor is placed in this "area" it will turn into a white, right pointing arrow

Cut/Copy and Paste

- This feature operates the same as WordPerfect
- A new feature is that the clipboard can contain up to 12 items at a time
- To view the Clipboard toolbar – Click on View, Toolbar, Clipboard
- Just click the item you want to paste
- Resting your pointer over a text item will display part of the text, a picture item will display Picture 1, Picture 2, etc in the order in which the pictures were added to the clipboard

Using Date Function

- You can insert the Date (and time) in a letter by….
  - Click **Insert**
  - Click **Date and Time**
- For most business letters, you will choose the Month/Date/Year
  - Example: February 3, 2003
- You can also choose to update the date automatically next time you open the saved file
  - Only do this if using the file you saved as a template
  - Do not check box if you are saving the file for reference
    - Otherwise, the date will change each time you open the document for viewing. The original date will be lost
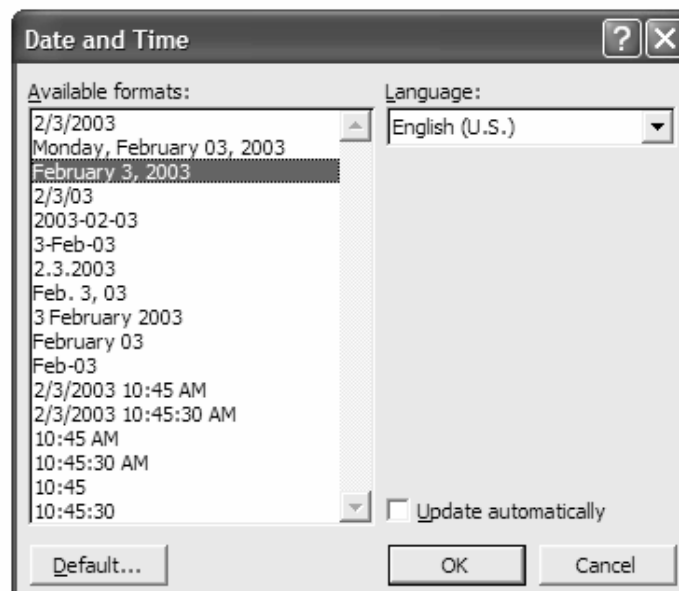
Page Setup

- Margins – the most accurate way to set margins is to use Page Setup
- Click File, then Page Setup
- From here you can set top, bottom, left, and right margins.
- You can use the Ruler by dragging the markers but using Page Setup may easier
- Office 2000 and XP Page Setup windows differ only slightly
- Tabs are **Margins**, **Paper**, **Layout**
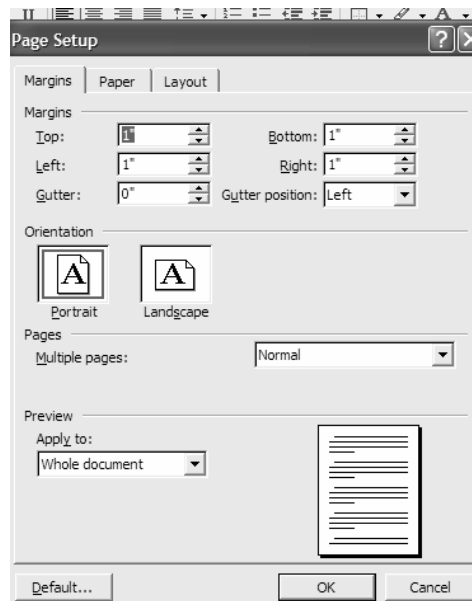
- You can set margins to whole document or from "This point forward" based on position of insertion point on page
- *If you will be binding this from left or top, select Gutter position(left or top) and then set margin desired in box "Gutter"*
- You can set the margins for any headers or footers you may be using

Other Page Setup choices

- From this same menu, you can also change Orientation, Paper Size, Paper Source and Layout
- Orientation (on the Margin tab) changes from Portrait ▮ to Landscape ▭
- Paper source (Paper tab) is used when you have separate trays to select on your printer
- Paper Size (Paper tab) is used when using special sized paper/envelopes, etc.
- Layout provides additional choices

Closing your document & Word

- You have saved your file and can now close your document.
- Click on File, then click on Close
- If you have forgotten to name your file, it will ask if you want to save Document1

To close Word:
- Click on File
- Click on Exit