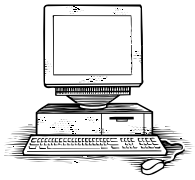
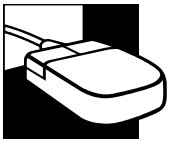


Ohio University
Computer Services Center
July, 2004
Microsoft Word 2003 Reference Guide



What is Microsoft Word?

Microsoft Word 2003 is a powerful word processing program that is primarily used for text-intensive types of documents. With Microsoft Word 2003 you can create general types of word processing including, business letters, newsletters, proposals, contracts, and manuscripts.

To Start Microsoft Word 2003

1. Click the **Start** button, trace to **Programs**, then trace to **Microsoft Office** and select **Microsoft Office Word 2003**.

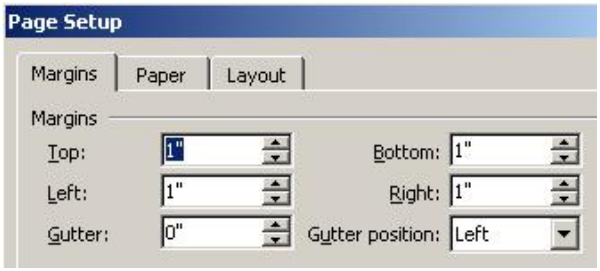
Open an Existing File

1. From the **File** menu, select **Open**.
2. Click the down arrow next to the **Look in** field.
3. Navigate to the folder or disk drive where your file is stored. If you do not see the file that you want to open, click the down arrow next to the *Files of type* field.

4. Click on **All Files**.
5. Click to select the document you want to open.
6. Click the **Open** button.

Adjust Page Margins

1. Click to place the insertion point (cursor) at the beginning of the document.
2. From the **File** Menu, select **Page Setup**.
3. Adjust the margins by typing in an exact measurement *or* click the up/down arrows to increase/decrease the margin measurement for each: top, bottom, left, and right.



4. Click **OK**.

Select A Single Word

1. Place the mouse pointer (I beam) directly on the word.
2. **Double-click**.

Select A Line of Text

1. Place the mouse pointer arrow in the left margin, in front of the line of text you want to select. (The I beam will become a North East arrow.)
2. **Single-click**.

Select A Paragraph

1. Place the mouse pointer arrow in the left margin, in front of the paragraph of text you want to select. (The I beam will become a North East arrow.)
2. **Double-click**.

Select All Text

The Select All feature is a quick way to highlight all of the text within the entire document.

1. Place the mouse pointer arrow in the left margin. (The I beam will become a North East arrow.)
2. **Triple-click**.
3. Or from the **Edit** menu, select **Select All**.

Select Text Using Click + Shift Key

1. Click to place the insertion point in front of the text that you want to select.
2. Press and hold the **Shift** key on your keyboard.
3. Click the I beam (mouse pointer) at the end of the range of text that you want to select.

Select Non-Subsequent Text Using the CTRL Key

1. Highlight the text that is to be modified.
2. Press and hold down the **Ctrl** key on your keyboard.
3. Highlight the additional text that is to be modified.
4. Format the text as desired.

Format Text

A font is a set of all characters available in one typeface and size, including uppercase letters, lowercase letters, punctuation, and numerals. To change the appearance of text, you may change the font as well as the font style (bold, italic, underline). Be sure to choose a font that is legible and practical.

1. Highlight the text that is to be modified.
2. To highlight all of the text within the document: from the **Edit** menu, select **Select All**.
3. From the **Format** menu, select **Font**.
4. Click to select the desired font, font style, size, font color, underline style, effects, etc. *(An example of an Effect is the shadow feature.)*
5. In the Preview Pane, verify your selections.
6. Click **OK**.

Font Color

1. Highlight the text that is to be modified.
2. Click the **Font Color** button in the formatting toolbar.
3. Click to select the desired color. *If you do not see the color you want, click **More Colors** to select a color.*

Text Effects

1. Highlight the text that is to be modified.
2. From the **Format** menu, select **Font**.
3. Click to select the *Text Effects* tab.
4. Click to select the desired Animation. *(An example of an animation is Marching Red Ants.)*
5. In the Preview Pane, verify your selections.
6. Click **OK**.

Format Painter to Copy Text Formatting

The format painter tool allows you to copy all character formatting to newly selected text.

1. Highlight the text that contains the formats you want to copy.
2. Click the **Format Painter** button in the standard toolbar. (This copies the character formatting.)
3. Click, hold and drag the paintbrush mouse pointer over the text you want to format.

Cut, Copy, and Paste

It's important to understand the difference between cut and copy. When you *cut* text, you remove it from its original location and place it in a new location. When you *copy* text, the duplicate text can be placed in a new location while the original text remains in its primary location.

1. Highlight the text that is to be cut or copied.
2. Click the **Cut** button in the standard toolbar. *Or from the **Edit** menu, select **Cut**.*
3. If you want to duplicate the text to put in a different location, while the original text remains in its current location, click the **Copy** button in the standard toolbar. *Or from the **Edit** menu, select **Copy**.*
4. Click to place the insertion point where you want to put the text.
5. Click the **Paste** button in the standard toolbar. *Or from the **Edit** menu, select **Paste**.*

Move Text with Drag and Drop

1. Highlight the text that is to be moved.
2. Place the mouse pointer directly on the highlighted text.
3. Click, hold and drag the highlighted text to the desired location.

Align Text

1. Highlight the text that is to be modified.
2. To highlight all of the text within the document: from the **Edit** menu, select **Select All**.
3. Click the desired alignment button:

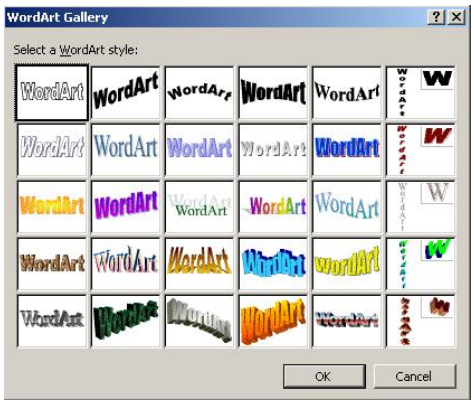
Align Right	With right alignment, the right side of the paragraph is aligned with the right margin or indent.
Align Left	Left alignment is Word's default alignment for body text. The left side of the paragraph is aligned with the left margin or indent.
Center	With center alignment, each line of a paragraph is centered between the left and right margins or indents.
Justify	With justified alignment, the paragraph is aligned with both the left and right margins or indents.

Center Text Vertically on the Page

1. From the **File** menu, select **Page Setup**.
2. Click to select the *Layout* tab.
3. Click the down arrow next to the **Vertical alignment** field, and select **Center** *(or Top, Justified, or Bottom)*.

Insert WordArt to Enhance Text

1. From the **Insert** menu, trace to **Picture** and select **WordArt**.
2. Click to select the desired WordArt style and click **OK**.



3. Specify the desired **Font** and **Size**.
4. Click to select **Bold** or **Italic**.
5. In the Text window, type the text you want to appear in decorative WordArt style.
6. Click **OK**.

Edit WordArt Text

1. Place the I beam (mouse pointer) directly on the WordArt and double-click.
2. In the Text window, edit the text you want to appear in decorative WordArt style.
3. Click **OK**.

Change WordArt Style

1. Place the I beam (mouse pointer) directly on the WordArt and single-click.
2. In the WordArt toolbar, click to select the **WordArt Gallery** button.
3. Click to select the desired WordArt style and click **OK**.

Insert a Previously Created File

1. Click to place the insertion point where you want to insert the file.
2. From the **Insert** menu, select **File**.
3. Click the down arrow next to the *Look in* field.
4. Navigate to the folder or disk drive where your file is stored. If you do not see the file that you want to open, click the down arrow next to the *Files of type* field and click on **All Files**.
5. Click to select the document that you want to insert.
6. Click the **Insert** button.

Change Line Spacing

1. Highlight the text that is to be modified.
2. To highlight all of the text within the document, from the **Edit** menu, select **Select All**.
3. From the **Format** menu, select **Paragraph**.
4. Click the *Line Spacing* down arrow.

5. Click to select the desired line spacing option (Single, 1.5 Lines, Double, etc.).
6. Click **OK**.

Paragraph Indentation

When you work with long documents, you may want to set off certain blocks of text by using indents. Indents define the left and right sides of a paragraph relative to the page margins.

1. Highlight the text that is to be indented.

2. From the **Format** menu, select **Paragraph**.
3. Click the *Special* down arrow to select **First Line** or **Hanging**. A h*anging indent is frequently used for bibliography entries because it controls the left boundary of all lines except the first line.*
4. If you want the entire paragraph to be indented from the regular text, under *Indentation*, click the arrows to increase or decrease the *Left* or *Right* measurements.
5. In the Preview Pane, verify your selections.
6. Click **OK**.

Format Columns

1. Highlight the text that is to be formatted in columns.
2. To highlight all of the text within the document, from the **Edit** menu, select **Select All**.
3. From the **Format** menu, select **Columns**.
4. Click to select the desired **Number of columns** or enter the number of columns.
5. Enter the desired column **Width** and **Spacing** between columns.
6. If you want a line between the columns, click the **Line between** checkbox.
7. Click **OK**.

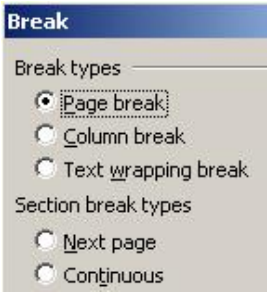
Apply Borders and Shading

1. Highlight the text you want to put a border around.
2. From the **Format** menu, select **Borders and Shading**.
3. Click to select the Borders tab.
4. Click to select the desired **Setting**, **Style**, **Color**, and **Width**.
5. In the Preview Pane, verify your selections.
6. Click the Shading tab.
7. Click to select the desired **Fill**, **Style**, and **Color.**
8. Click **OK**.

Insert a Manual Page Break

To force text to the top of the following page, you may insert a manual page break. As you edit the document, you may have delete and re-insert page breaks depending on the flow of text. It may be helpful to wait until you are in the final stages of formatting your document, to insert manual page breaks.

1. Place the insertion point where you want to insert the page break.
2. From the **Insert** menu, select **Break**.
3. Click to select **Page break**.



4. Click **OK**.

Delete a Manual Page Break

1. Click the Show/Hide ¶ button in the standard toolbar to reveal basic formatting codes.
2. Move the insertion point to the line below the page break code.
3. Press the **Backspace** key on your keyboard.
4. Click the Show/Hide button again, to hide the codes.

*If the insertion point is positioned in front of the page break code, press the **Delete** key on your keyboard.*

Insert a Section Break

Sometimes sections of long documents must be formatted differently. In order to setup different formatting for different parts of the document, you must divide the document into sections. A section is all of the text between section breaks. To break a document into multiple sections:

1. Click to place the insertion point where you want to insert the section break.
2. From the **Insert** menu, select **Break**.
3. Under *Section break types*, click the option that describes where you want the new section to begin.

- **Next Page** inserts a section break and starts the new section on the next page.
- **Continuous** inserts a section break and starts the new section on the same page.
- **Even Page** or **Odd Page** inserts a section break and starts the new section on the next even-numbered or odd-numbered page.

4. Click **OK**.

Delete a Section Break

Formatting is stored in section breaks. When you delete a section break, you also delete the section formatting for the text above the (deleted) section break. As a result, text becomes part of the following section and assumes the formatting of that section when a section break is removed.

1. Click the **Show/Hide** button in the standard toolbar.
2. Move the insertion point to the line below the section break code.
3. Press the **Backspace** key on your keyboard.
4. Click the **Show/Hide** button again, to hide the codes.

*If the insertion point is positioned in front of the section break code, press the **Delete** key on your keyboard.*

Create Headers and Footers

A header or footer is text or graphics such as your document's title, your name, date, or any information that you want printed at the top or bottom of each page in the document. A header is printed in the top margin; a footer is printed in the bottom margin.

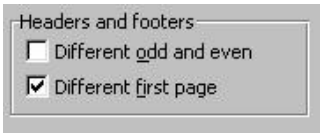
7. From the **View** menu, select **Header and Footer**.
8. To create a header, enter text that you want to appear at the top of every page.

   You may insert page numbers , date, and time by clicking the corresponding button in the header and footer toolbar.
9. To create a footer, click the **Switch Between Header and Footer** button. The insertion point will move to the footer area where you may enter text that you want to appear at the bottom of every page.
10. Highlight and format all header/footer text as desired (font, font style, size, etc.).
11. Click the **Close** button on the header and footer toolbar.

Change the Header or Footer for Part of the Document

You may use the same header and footer throughout a document or change the header and footer for part of the document. For example, you may want a unique header or footer on the first page of a document, or to use different headers and footers on odd and even pages.

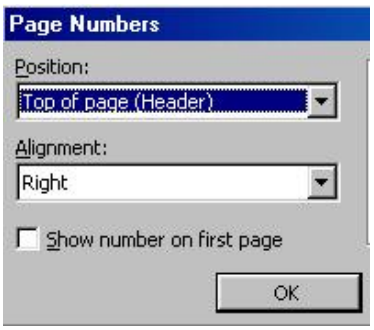
1. From the **View** menu, select **Header and Footer**.
2. To create a different header or footer on the first page, click the **Page Setup** button.
3. Click to select the *Layout* tab.
4. Click to select the **Different first page** checkbox.



5. Click **OK**.
6. Move the insertion point to the first page of the document, and enter the text that you want to appear in the header or footer on the first page of the document.
7. Highlight and format all header/footer text as desired (font, font style, size, etc.).
8. Click the **Close** button on the header and footer toolbar.

Insert Page Numbers

1. From the **Insert** menu, select **Page Numbers**.
2. Click the *Position* down arrow and specify whether to print page numbers in the **Top of Page (Header)** or in the **Bottom of Page (Footer)**.
3. Click the *Alignment* down arrow and specify the desired alignment (Left, Right, Center, Inside, or Outside).



4. If you want the first page number to display on the first page of the document, click the **Show number on first page** checkbox.
5. If you need to begin your document with a page number other than # 1, click the **Format** button. Click to select the *Start at* radio button and enter the page number you want your document to start with.
6. Click **OK**.

Edit Page Numbers in a Different Section of the Document

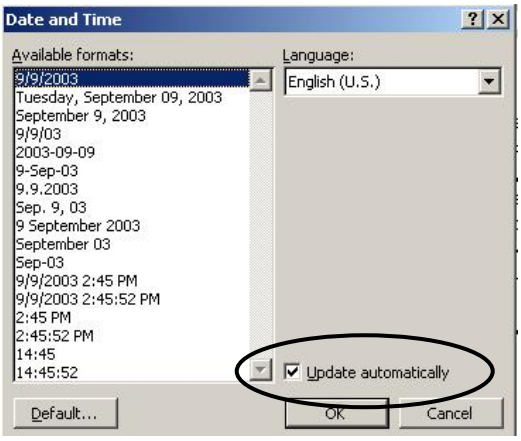
Sometimes the page numbering in long documents must be formatted differently. In order to setup different formatting for different parts of the document, you must divide the document into sections.

1. Insert a S*ection Break* at the beginning of each section you want to format page numbering differently. From the **Insert** menu, select **Break**.
2. Under *Section break types* select **Next page** and click **OK**.
3. Click to place the insertion point in the section you want to format differently.
4. From the **View** menu bar, select **Header and Footer**.

5. Click the **Same as Previous** button in the header and footer toolbar to turn it off. (It's turned on by default).
6. Click the **Insert Page Number** button or highlight the existing page number you want to modify.
7. Click the **Format Page Number** button in the header and footer toolbar.
8. Click to select the *Start at* radio button and enter the page number you want the section to start with and click **OK**.
9. Click the **Close** button on the header and footer toolbar.

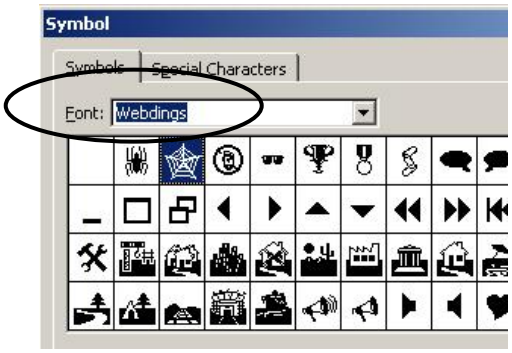
Insert the Current Date

1. Click to place the insertion point where you want to insert the date.
2. From the **Insert** menu, select **Date and Time**.
3. Click to select one of the desired *Available formats.*
4. *If you want the date to be automatically updated to the current date each time you open the document*, click to select the **Update Automatically** checkbox.
5. Click **OK**.



Insert a Symbol (example: TM or ©)

1. Click to place the insertion point where you want to insert the symbol.
2. From the **Insert** menu, select **Symbol**.



3. Click to select the desired symbol. *If you don't see the symbol you want, choose a different Font.*
4. Click **Insert**.
5. Click **Close**.
6. Press the space bar and continue typing.

Create a Style

A style is a set of formatting characteristics that you can apply to text, to quickly change its appearance. When you apply a style, you apply several formatting features in one step. A *paragraph* style controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders. A *character* style affects selected text within a paragraph, such as the font, size, and font style.

1. From the **Format** menu, select **Styles and Formatting**.
2. In the Styles and Formatting task pane, click the **New Style** button.
3. Under *Name* type a name for the new style you are creating.
4. In the *Style type* box, click **Character** (or Paragraph).

5. Under *Formatting*, specify the desired formatting options (*font*, *font style*, *size*, *alignment*, etc.).
6. Click the **Add to Template** checkbox.
7. In the Preview Pane, verify your selections.
8. Click **OK**.

Apply a Style

1. Highlight the text you want to apply the style to.
2. From the **Format** menu, select **Styles and Formatting**.
3. In the Styles and Formatting task pane, click to apply the desired style.

Use Tabs

Tabs are used to align text. Tabs are pre-defined locations on the ruler. By default, Microsoft Word provides tab stops every 0.5" on the ruler. When you create customized tabs, text will automatically move to the correct position when you press the Tab key. There are five types of tabs. Left-aligned , Centered , Right-aligned , Decimal aligned , and Bar .

1. Highlight the text you want to create a tab(s) for.
2. From the **Format** menu, select **Tabs**.
3. In the *Tab stop position* field, enter the number for the ruler measurement where you want the tab stop. (Example: If you want the tab stop to be at the 4" position on the ruler, type 4).
4. Click to select the desired *Alignment* (*Left*, *Center*, *Right*, *Decimal*, or *Bar*).
5. Click to select the desired style of *Leader*.
6. Click **Set**.
7. Click **OK**.
8. Click to place the insertion point in front of the text you want to apply the Tab to.
9. Press the **Tab** key on your keyboard. The text will automatically go to the tab stop position.

Clear Tabs

You may clear a custom tab stop by dragging it off the ruler into the text area of the document. To clear all custom tab stops:

1. From the **Format** menu, select **Tabs**.
2. Click the **Clear All** button.
3. Click **OK**.

Insert ClipArt into Microsoft Word

1. Click to place the insertion point where you want to insert the clip art.
2. From the **Insert** menu, trace to **Picture**, and click **Clip Art**.
3. In the *Search for* field, enter the type of image you want to search for (bobcat, business, computer, etc.).
4. In the Search in field, verify that All Selections click to select and click **Go**. *If the search doesn't yield any results, in the Search for field, enter a different subject.*
5. Click to select the image you want to insert.
6. Close the Clip Art task pane.

Insert a Picture (Saved on Your Computer or Disk) into Microsoft Word

1. Click to place the insertion point where you want to insert the picture.
2. From the **Insert** menu, trace to **Picture**, and click **From File**.
3. Navigate to the folder or disk drive where the image is stored.
4. Click to select the picture that you want to insert.
5. Click **Insert**.

A floating picture has empty corner handles (shaped like circles). An inline picture is surrounded by a black bounding box with black corner handles. Click, hold, and drag a corner handle to resize the picture.

Floating **Inline**

Format a Picture

An *inline* picture has black corner handles and is positioned directly in the text at the insertion point. A *floating* picture has empty corner handles and is inserted in the drawing layer so you can position it precisely on the page (in front of or behind text).

1. Click to select the picture.
2. From the **Format** menu, select **Picture**, and click the *Layout* tab.
3. Do one of the following: (A) To change an inline picture to a floating picture, click the wrapping style you want (*Square*, *Tight*, *Behind text*, *In front of text*). (B) To change a floating picture to an inline picture, click **In line with text.**

4. Click **OK**.

Modify Clip Art

You can resize any clip art or graphic.

1. Click to select the image.
2. Click, hold and drag a corner handle to resize the image. *By using a corner handle to resize the image, you will maintain the image's current proportion.*

Add a Watermark

A watermark is text or a picture that appears behind the text in a document. Watermarks are often used to add graphics to documents without obscuring or taking room away from text.

To Insert a Picture as a Watermark

1. From the **Format** menu, trace to **Background**, and select **Printed Watermark**.
2. Click the **Picture Watermark** radio button.
3. Click **Select Picture**.
4. Navigate to the folder or disk drive where the image is stored.
5. Click to select the picture that you want to insert.
6. Click **Insert**.
7. Click **OK**.
8. To view a watermark as it will appear on the printed page, from the **View** menu, select **Print Layout** view.

To Insert a Text Watermark

1. From the **Format** menu, trace to **Background**, and select **Printed Watermark**.
2. Click **Text Watermark** radio button.
3. Enter the text that you want to include as a watermark.
4. Select any additional desired options (Font, Size, or Color).
5. Under *Layout*, specify if you want the watermark to be *Diagonal* or *Horizontal.*
6. Click **OK**.
7. To view a watermark as it will appear on the printed page, from the **View** menu, select **Print Layout** view.

Print Preview

You may view how the document will look when printed by viewing it in print preview.

1. From the **File** menu, select **Print Preview**.
2. To close the Print Preview, click the **Close** button in the Print Preview toolbar.

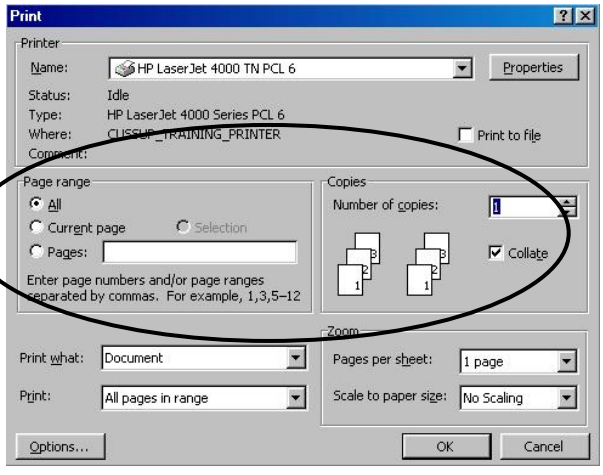
Web Page Preview

You may view how the document will look in a Web browser by viewing it in web page preview. If your Web browser is not already running, Microsoft Word starts it automatically. You can return to your Microsoft Word document at any time.

1. From the **File** menu, select **Web Page Preview**.
2. To close the Web Page Preview, **Close** your Web browser.

Print a Document

1. From the **File** menu, select **Print**.
2. Specify the desired *Page Range* (*All*, *Current page*, or *Pages*).
3. Specify the desired *Number of Copies.*
4. Click **OK**.



Close a Document

To close the current document on screen:

1. From the **File** menu, select **Close**.

If you have made changes to the document, you may receive a prompt to save the document before closing (see Save A Document). To close the Microsoft Word program, from the **File** menu, select **Exit**.

Use Microsoft Word Help

Use the Help feature to open the Word Help task pane. Here you can search for help by key word.

1. Click the **Microsoft Office Word Help** button.
2. Type one or more key words and click the **Green Arrow** button.
3. When the bulleted list of suggestions appears, click the bullet next to the desired help topic.

After reading the help suggestion, close the Search Results task pane, by clicking the **Close** button in the top right corner of the task pane as well as the Microsoft Office Word Help window.

Use Spelling and Grammar Check

You may search the document for spelling and grammar errors. When Microsoft Word finds a possible error, you may correct it and continue your search.

1. Click to place the insertion point at the beginning of the document.
2. Click the **Spelling and Grammar** button in the standard toolbar. This will

open Microsoft Word's dictionary and automatically begin searching for possible spelling or grammatical errors.
3. If Microsoft Word flags something that is correct, click **Ignore Once** to force the spell check to proceed to the next potential error. **Ignore All** will skip every instance of the word in the document.
4. To correct a spelling error, click on the correct spelling from the list of *Suggestions* and then click **Change**. You may also type in your own changes in the top window within the Spelling and Grammar dialog box and click **Change**.
5. To close the dictionary, click the **Close** button.

Be careful. It is easy to get lulled into a false sense of security and accept all of the spelling and grammar suggestions. Be sure to proofread your document in order to locate errors that Microsoft Word may have missed due to context.

Use the Thesaurus

With the thesaurus feature, you can look up synonyms (words with similar meaning).

1. Double-click to select the word you want to modify.
2. From the **Tools** menu, trace to **Language** and select **Thesaurus**.
3. Verify the word you want to search for appears in the *Search for* field.
4. Place the mouse pointer on the desired synonym. When the down arrow appears, click it and select *Insert* (*Copy* or *Look Up*).
5. To search for synonyms for a different word, click to select the word and verify it appears in the *Search for* field. Each time you select a different word, you will receive synonyms for that particular word.

Save a Document

1. From the **File** menu, select **Save**.
2. Click the down arrow next to the **Save in** field and navigate to the folder or disk drive where you want to save your document.
3. In the *File name:* field, type a detailed name for your document (up to 255 characters).
4. Click **Save**.

*Use **Save As** if you want to save the current document under a new name or store it in a different folder or disk drive.*

Tables

A **Table** is a grid that is made up of columns and rows. The intersection of a column and a row is called a *cell.* Gridlines are the lines within the table that separate each column and row. Tables are much more effective than tabs for aligning information in columns and rows.

1. From the **Table** menu, trace to **Insert** and select **Table**.
2. Specify the *Number of columns* and *Number of rows.*
3. Click **OK**.

In a table, pressing the **Tab** key moves the insertion point to the next cell in the row. The **Tab** key also adds a new row to the bottom of the table. *Because Tab is used to move the insertion point between cells in a table, it becomes necessary to press Ctrl+Tab to type an actual tab character within a cell.*

Insert a Row or Column

To insert a row (table, column, or cells).

1. Click to place your insertion point where you want to insert a row.
2. From the **Table** menu trace to **Insert** and select **Rows Above** or **Rows Below** *(Columns to the Left* or *Columns to the Right)*.

Delete a Row or Column

To delete a row (table, column, or cells).

1. Click to place your insertion point the row or column you want to delete.
2. From the **Table** menu, trace to **Delete** and select one of the following (*Table*, *Columns*, *Rows*, or *Cells)*.

Table Properties

Use the Table Properties dialog box to change the size of the table, rows, columns, or cells.

1. Click to place your insertion point the row or column you want to change the size of.
2. From the **Table** menu select **Table Properties**.
3. Click the desired tab (*Table*, *Row*, *Column*, or *Cell*).
4. Click to select the *specify height* or *preferred width* checkbox, type the desired measurement, and click **OK**.

Table AutoFormat

Using the Table AutoFormat feature you can apply decorative borders, fonts, colors, and shading to the table by choosing one of the table styles available.

1. From the **Table** menu, choose **Table AutoFormat**.
2. Under *Category*, verify that All Table Styles is selected.
3. Under *Table styles*, click to select the desired style.
4. In the Preview Pane, verify your selections.
5. Click **OK**.

Text Direction

The text direction command will change the orientation of text within a cell.

1. Right-click the cell and select **Text Direction**.
2. Click to select the desired *Orientation*.
3. Click **OK**.

Merging Cells

The merge cells command will combine multiple cells into one cell.

1. Select the cells you want to merge together.
2. From the **Table** menu, select **Merge Cells**.

Add Borders to Cells

1. From the **Table** menu, trace to **Select**, and select **Table**.
2. From the **Format** menu, select **Borders and Shading**.
3. Click to select the *Borders* tab. Under *Settings*, click the **Grid** button.

4. In the Preview Pane, verify your selections.
5. Click **OK**.

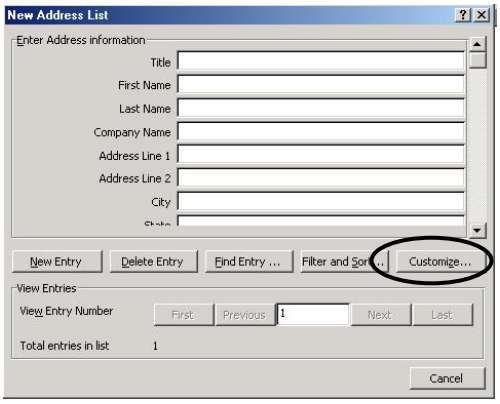
The Mail Merge Wizard

Mail merge is a feature used to create letters, envelopes, and labels. Mail merge combines a main document with a data source to create uniform documents that are personalized. There are four steps in the mail merge process:

- Define the main document.
- Identify the data source.
- Insert merge fields into the main document.
- Merge the main document with the data source.

1. From the **Tools** menu, trace to **Letters and Mailings** and select **Mail Merge**.
2. Under **Select document type**, click to select **Letters**.
3. Click **Next: Starting document**.

4. Under *Select starting document*, click to select **Use the current document**.
5. Click **Next: Select recipients**.
6. Under *Select recipients*, click to select **Type a new list**.
7. Click **Create**.
8. In the *New Address List* window there are several default fields that Microsoft Word provides to include information about in a data source. To customize the fields, click the **Customize** button.

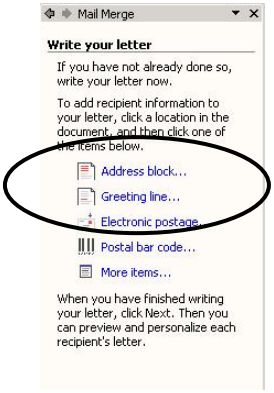


9. Delete the following fields: Title, Company Name, Address Line 2, Country, Home Phone, and Work Phone.
10. Verify the *Field Names* are listed correctly and click **OK**.
11. Enter the data for all of the individuals you want to include in your data source.
12. Click **Close**.
13. Specify that you want to save your data source to the Desktop; name the data source *Practice Addresses*. Click the **Save** button. **By default, Word 2003 saves the data source in Microsoft Access format.**

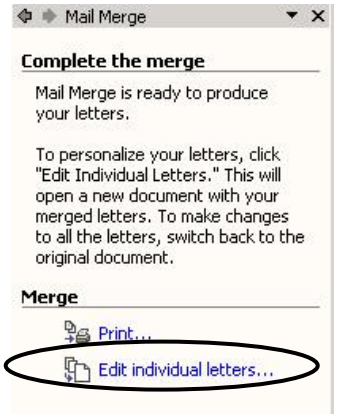
14. When the Mail Merge Recipients window appears, verify there is a checkmark next to the name of everyone you want to create a letter for and click **OK**.
15. Click **Next: Write your letter**.
16. Click to place the insertion point where you want to insert the *address block*. Click **Address block** and select a specific address block format and click **OK**. *Or you may click the* ***Insert Merge Fields*** *button in*

the mail merge toolbar, to insert the merge fields manually.

17. Click the insertion point where you want to insert the *greeting line*. Click **Greeting Line** and select the preferred Greeting line format. *Or you may click the* ***Insert Merge Fields*** *button in the mail merge toolbar, to insert the merge fields manually.*



18. Click **Next: Preview your letters**.
19. Under *Preview your letters* click the **Next** or **Previous** button to preview you're the previous/next letter.
20. To complete the merge, click **Next: Complete the merge**.
21. Click **Edit individual letters** (opens a separate document for you to edit the individual letters) and click **OK**.



22. **Print** or **Save** as desired.

Generate Labels Using an Existing Data Source

1. Click to select the **New Blank Document** button to open a new blank document.
2. From the **Tools** menu, trace to **Letters and Mailings** and select **Mail Merge**.
3. Under *Select document type*, click to select **Labels**.
4. Click **Next: Starting document**.

5. Under *Select starting document*, click to select **Change document layout**
6. To change the size and type of label, click **Label options**. Click to select the desired *Label products* and *Product number* and click **OK**.
7. Click **Next: Select recipients**.
8. Under *Select recipients*, click to select **Use an existing list**.
9. Click **Browse** and navigate to the data source called *Practice Addresses* (saved to your Desktop in Microsoft Access format).
10. When the Mail Merge Recipients window appears, verify there is a checkmark next to the name of everyone you want to create a label for and click **OK**.
11. Click **Next: Arrange your labels**.
12. Click the insertion point where you want to insert the address block. Click **Address**

block and select a specific address block format and click **OK**. *Or you may click the* ***Insert Merge Fields*** *button in the mail merge toolbar, to insert the merge fields manually.*

13. Click the **Update All Labels** button.

14. Click **Next: Preview your labels**.
15. To complete the merge, click **Next: Complete the merge**.
16. Click **Edit individual labels** (opens a separate document for you to edit the individual labels) and click **OK**.
17. **Print** or **Save** as desired.

Generate Envelopes With an Excel Data Source

1. Click to select the **New Blank Document** button to open a new blank document.
2. From the **Tools** menu, trace to **Letters and Mailings** and select **Mail Merge**.
3. Under *Select document type*, click to select **Envelopes**.
4. Click **Next: Starting document**.

5. Under *Select starting document*, click to select **Change document layout**.
6. To change the size and type of envelope, click **Envelope Options**. Click to select the desired *Envelope size*. Click the *Printing Options* tab to specify additional printing options and click **OK**.
7. Click **Next: Select recipients**.
8. Under *Select recipients*, click to select **Use an existing list**.
9. Click **Browse** and navigate to the Microsoft Excel file called *Address Database*.
10. Select the desired Excel worksheet and click **OK**.
11. When the Mail Merge Recipients window appears, verify there is a checkmark next to the name of everyone you want to create an envelope for and click **OK**.
12. Click **Next: Arrange your envelope**.
13. Click the insertion point in the middle of the envelope to see the shaded box where you can insert the Address Block.

14. Click **Address block** and select a specific address block format and click **OK**. *Or you may click the* ***Insert Merge Fields*** *button in the mail merge toolbar, to insert the merge fields manually.*
15. Click **OK**.
16. Click **Next: Preview your envelopes**.
17. To complete the merge, click **Next: Complete the merge**.
18. Click **Edit individual envelopes** (opens a separate document for you to edit the individual envelopes) and click **OK**.
19. **Print** or **Save** as desired.

A Single Envelope

In Microsoft Word, you can print a single envelope. You can also attach the envelope to the current document on screen.

1. From the **Tools** menu, trace to **Letters and Mailings**, and select **Envelopes and Labels**.
2. Click to select the Envelopes tab.
3. Type the desired *Delivery address.*
4. Type the desired *Return address.*
5. Click the **Add to Document** button.
6. **Print** or **Save** as desired.

Highlight Text

1. Click the down arrow next to the **Highlight** button in the formatting toolbar.
2. Click to select the desired highlight color.
3. Click, hold and drag the mouse pointer (highlighter) over the text you want to highlight.
4. To turn the highlight feature off, press the **Esc key** (Escape) on your keyboard.
5. To remove highlighting, click the down arrow next to the **Highlight** button in the formatting toolbar.
6. Click to select **None**.
7. Click, hold and drag the mouse pointer (highlighter) over the text you do not want highlighted.
8. To turn the highlight feature off, press the **Esc key** (Escape) on your keyboard.

AutoCorrect

AutoCorrect corrects common errors as you type, such as misspelled words and incorrect capitalization. When you install Microsoft Word, the autocorrect feature is turned on by default. AutoCorrect includes many default entries that represent a list of common typing errors.

1. From the **Tools** menu, select **AutoCorrect Options**.
2. Click the *AutoCorrect* tab.
3. Examine the check boxes.
4. Scroll down and examine the default entries listed under *Replace* and *With*. This list represents commonly used symbols and typing mistakes.
5. If you consistently make an error that is not included in the list, you can create a custom entry. In the *Replace* field, type the word you often misspell (spell it incorrectly, like you typically misspell it)
6. In the *With* field, type the correct spelling of the word and click the **Add** button.
7. Click **OK**. Now when you type the word incorrectly, Microsoft Word will automatically replace it with the customized correction.

Use Find

When you are working with a long document it can be time consuming to find a specific word or words. The find feature will help you locate specific text within the document.

1. From the **Edit** menu, select **Find**.
2. In the *Find what* field, type the word you want to locate.
3. Click the **Find Next** button.
4. Click the **Find Next** button until you locate the appropriate occurrence of the word you are searching for.

Use Replace

Similar to the find feature, the replace feature will perform a search for a specific word and replace it with another word.

1. From the **Edit** menu, select **Replace**.
2. In the *Find what* field, type the word you want to locate.
3. In the *Replace with* field, type the word you want to use as a replacement for the word you are searching for.
4. Click the **Find Next** button until you locate the appropriate occurrence of the word you are searching for
5. Click the **Replace** button if you want to use the replacement word instead.
6. Click the **Find Next** button to locate the next occurrence of the word.
7. Click the **Replace** button for each occurrence of the word you want to replace. You may also click the **Replace All** button.

*The **Replace All** button can be very helpful, but sometimes the Replace All button will prompt Microsoft Word to replace variations in the document that might not have occurred to you. If you were replacing "form" with "from" and clicked Replace All, you would also change "formula" to "fromula" and "transform" to "transfrom."*

Insert a Hyperlink

Hyperlinks are words, icons, pictures, or other graphics that are used to navigate the Web. A hyperlink can take you to another location on the same Web page or to a different Web page.

1. Highlight the text you want to make a Hyperlink.
2. From the **Insert** menu, select **Hyperlink**.
3. In the *Link to:* window, click to select **Existing File or Web Page**.
4. In the *Text to display* field, verify the test you highlighted appears (this is the text in the document you want to associate the link to).
5. In the *Address* field, type the address of the Web page to which you want to link.
6. Click **OK**. The text within the document will change color and become underlined in order to be a recognizable link.

Use Hyperlinks

To use a hyperlink, the mouse pointer must become an icon of a pointing finger when it is placed directly on the link. If you insert hyperlinks into your document, you will need to educate your audience so they will know how to activate them.

1. Press and hold the **Ctrl** key on your keyboard and **click the hyperlink** simultaneously.
2. The linked file will open in its source application. After you click the hyperlink the color of the hyperlink changes indicating it has been used.

Use Numbered Lists

1. Highlight the text that is to be numbered.
2. Click the **Numbering** button, in the formatting toolbar.

To apply additional numbering formatting:

1. Highlight the text that is numbered.
2. From the **Format** menu, select **Bullets and Numbering**.
3. Click to select the preferred style of numbering.
4. Click the **Customize** button to specify additional options (style, **Start at**, position, etc.).
5. Click **OK**.

Restart Numbering from a Previous List

1. Highlight the text that is numbered.
2. From the **Format** menu, select **Bullets and Numbering**.
3. Click to select **Restart Numbering**. *Or you may select **Continue previous list**, if you want the numbering to continue from a previously numbered list.*

4. Click **OK**.

Use Bulleted Lists

Bullets are small symbols that precede items in a list.

1. Highlight the text that is to be bulleted.
2. Click the **Bullets** button in the formatting toolbar.

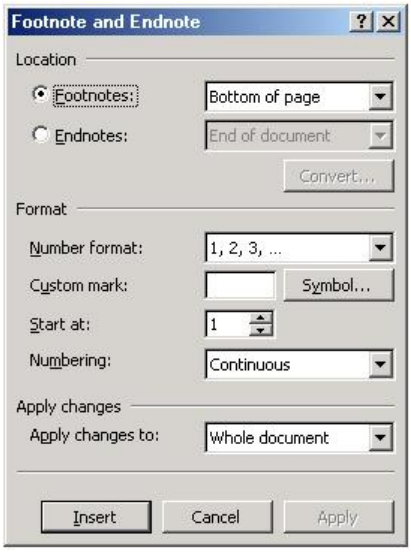
To apply additional bullet formatting:

1. Highlight the text that is bulleted.
2. From the **Format** menu, select **Bullets and Numbering**.
3. Click to select the preferred style of bullet.
4. Click the **Customize** button to specify additional options (character, picture, position, etc.).
5. Click **OK**.

Insert Footnotes or Endnotes

Footnotes and endnotes provide references for text in a document. Footnotes appear at the bottom of each page, while endnotes appear at the end of the document.

1. Click to place the insertion point where you want to insert the note reference mark.
2. From the **Insert** menu, trace to **Reference** and select **Footnote**.
3. Click the radio button to select **Footnotes** (bottom of page) or **Endnotes** (end of document). Specify the appropriate **Number format** and **Start at** number and click **Insert**.



4. Type the reference text in the notes pane, and click the **Close** button in the notes pane toolbar.
5. Click in the document window to continue typing.

6. To view footnotes, from the **View** menu, select **Print Layout** and scroll down to the bottom of the page. To view endnotes, go to the final page of the document.

Remove an Endnote Separator Line

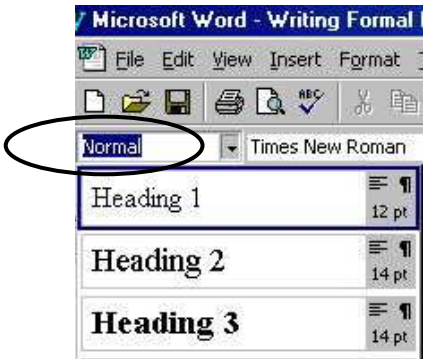
1. From the **View** menu, select **Normal**.
2. From the **View** menu, select **Footnotes**.
3. In the Endnotes pane, click the down arrow and select **Endnote Separator**.
4. To remove the separator line, highlight the line and press the **Delete** key on your keyboard.
5. Click the **Close** button in the notes pane toolbar.

Build a Table of Contents

To create a table of contents, you must apply heading styles (Heading 1 through Heading 9) to the headings that you want to include in the table of contents. Once you have applied the heading styles, you can build a table of contents.

To apply built-in heading styles:

1. Highlight the text that is to be included in the table of contents (topic heading, topic subheading, chapter title, etc.).
2. Apply a Heading Style (Heading 1 through Heading 9) from the **Style** dropdown list in the formatting toolbar.
3. Continue following steps 1 and 2 throughout the entire document applying a heading style (Heading 1 through Heading 9) to the text you want to include in your table of contents.



To Build the Table of Contents:

1. Click to place the insertion point where you want to insert the table of contents.
2. From the **Insert** menu, trace to **Reference**, and click **Index and Tables**.
3. Click the *Table of Contents* tab.
4. Click the down arrow next *Formats* and select the desired format (Classic, Distinctive, Fancy, etc.).
5. Click to select additional options (Show page numbers, Right align page numbers, **Tab Leader** format, etc.).
6. In the Print Preview Pane, verify your selections.
7. Click **OK**.

Update a Table of Contents

When you add or remove text OR add and remove manual page breaks, the flow of the text on each page is subject to. As a result you may need to update the table of contents to reflect changes to the pagination.

1. Place the mouse pointer directly on the table and contents, right-click and select **Update Field**.
2. Click to select one of the following: *Update page numbers only* or *Update entire table*.
3. Click **OK**.

Track Changes

The track changes feature keeps track of the text you add or delete in a document. This feature is helpful when editing a document because you can specify a different color for text that is inserted and deleted.

1. From the **Tools** menu, select **Track Changes**.
2. Click the **Show** button on the Reviewing toolbar and select **Options**.
3. Click to specify the appropriate Markup Formatting and Color options (Insertions, Deletions, Formatting, Changed lines, etc).
4. Click **OK**.

Review Changes

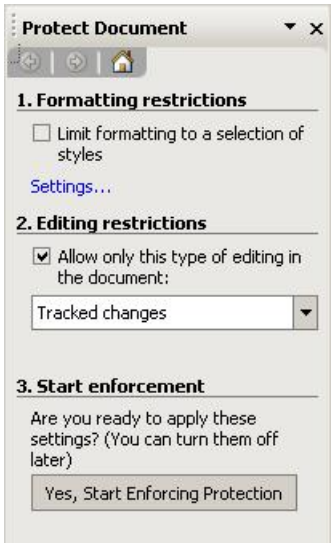
After someone has edited your work, you may want to review the suggested changes for final approval. To review revision marks:

1. From the **Tools** menu, select **Track Changes**.
2. Click the **Next** button to view the next change or click the **Previous** button to review the previous change.
3. Click the **Accept Change** button to accept the change in the document and make the revision marks disappear or click the **Reject Change** button to reject the change and make the revision marks disappear.
4. Click the **Track Changes** button to turn the Track Changes feature on and off.

Protect Documents for Tracked Changes

You may want someone to review your document without the ability to accept or reject suggestions permanently. You can do this by protecting the document for tracked changes.

1. From the **Tools** menu, select **Protect Document**.
2. In the Protect Document Pane, under #2 Editing restrictions, click to select the checkbox **Allow only this type of editing in the document**.
3. Click the down arrow under Editing restrictions and select **Tracked changes**.
4. Under #3 Start Enforcement, click **Yes, Start Enforcing Protection**.
5. In the password field, enter a new password (optional).
6. Reenter the password to confirm.
7. Click **OK**.



Unprotect Documents for Tracked Changes

1. From the **Tools** menu, select **Unprotect Document**.
2. Enter the password and click **OK**.

Insert a Comment

You may use comments to provide notes or suggestions about text in the document. You may view the comment by placing the mouse pointer over the highlighted text.

1. Highlight the text you want to make a comment about.
2. From the **Insert** menu, select **Comment**.
3. In *Print Layout* view, type your comment in the comment balloon. In *Normal* view, type your comment in the review pane.
4. If the Reviewing Pane is open, you may click the **Reviewing Pane** button to close the Reviewing Pane.

Edit a Comment

1. In *Normal* view, click the **Reviewing Pane** button to open the Reviewing Pane and edit the comment text in the pane.
2. In *Print Layout* view, edit the comment text in the visible bubble.
3. Click the **Reviewing Pane** button to close the Reviewing Pane.

View a Comment

You may view a comment in either Normal view or Print Layout view.

1. In Normal view, click the **Next** button to view the next comment or the **Previous** button to view the previous comment.

*In Print Layout view, you may view the comment in the bubble that appears in the margin of the document. To accept or reject a comment, Click the **Accept Change** button or **Reject Change** button.*

Delete a Comment

1. In *Print Layout* view, right-click the comment bubble and select **Delete Comment**.

Merge Revisions

You can merge revisions by several reviewers into a single document using the merge document feature.

1. Open the document in which multiple revisions exist.
2. From the **Tools** menu, select **Compare and Merge Documents**.
3. Click to select the document you want to merge with the current document.
4. Click the down arrow next to the **Merge** button and select **Merge into current document.** All tracked changes appear as revision marks in the document. The tracked changes can be accepted or rejected.

*If you only see the **Compare** button, click to de-select the **Legal blackline** check box and the **Merge** button will appear.*

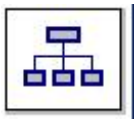
Compare Versions

You may want to compare two document versions. The difference between the two document versions appear as revision marks in the original document.

1. Open the first document you want to compare.
2. From the **Tools** menu, select **Compare and Merge Documents**.
3. Check the **Legal blackline** check box.
4. Navigate to the folder on the hard drive where the second file you want to compare is stored and click to select it.
5. Click the **Compare** button.

Organization Chart

1. Click the **Drawing** button in the standard toolbar to access the Drawing toolbar. (The Drawing toolbar is located below the document window.)
2. In the Drawing toolbar, click the **Insert Diagram or Organization Chart** button.
3. Click to select the desired Organization Chart type and click **OK**.



4. To add text to a shape, **click to select the shape** and type the text you want. *Text cannot be added to lines or connectors in organization charts.*
5. To add a shape, click to select the shape you want to add the new shape under or next to, and click the down arrow next to **Insert Shape**.
6. Click to select one or more of the following:
   - Coworker— to place the shape *next to* the selected shape and connect it to the same superior shape.
   - Subordinate — to place the new shape *below* and connect it to the selected shape.
   - Assistant— to place the new shape *below* the selected shape *with an elbow connector*.
7. If you want to add a preset design scheme, click the **AutoFormat** button on the Organization Chart toolbar, and select a style from the Organization Chart Style Gallery.
8. Click outside the drawing when you are finished.

Delete a Shape

1. To delete a shape, right-click on the border of the shape you want to delete and select **Delete**. *If you see shading around the shape, right click on the shading and select* ***Delete****.*

Save a Document as a Template

In addition to using the built-in templates to create documents, you can also create your own templates to include specific information such as your company's name and logo. By creating a customized template, all your correspondence will have a consistent appearance and accurate information. You may create a new template either by modifying an existing document or template, or by creating one from scratch.

1. From the **File** menu, select **Save As**.
2. In the **File name:** field, type a name for your document (up to 255 characters).
3. In the **Save as type:** field, click to select **Document Template**.

4. By default, your template will be saved in Microsoft Word's *General* Templates folder.
5. Click **Save**.

Open a Template

1. From the **File** menu, select **New**.
2. In the New Document task pane, click to select **On my computer**.
3. Click to select the **General** tab.
4. Click to select the desired template.
5. You may open the file as a *Document* or the actual *Template* (if you want to modify the original template). Click the appropriate option.

Use Paste Special

When you import a file, you are pulling information into the current file from a different file. You can add a file as a linked object or an embedded object. For example: You may want to insert a portion of an Excel worksheet into your document. The paste special feature may be used to insert only the data you need.

- **Linked object** is stored in its source document. If you modify the source file, the document will reflect the changes.
- **Embedded object** is stored in the current document. If you modify the source file, the document will NOT reflect the changes.

1. Open the Microsoft Excel worksheet that contains the data you want to link or embed.
2. Highlight the data that is to be copied.
3. Click the **Copy** button in the standard toolbar. *Or from the **Edit** menu, select **Copy**.*
4. In Microsoft Word, click to place the insertion point where you want to place the data.
5. From the **Edit** menu, select **Past Special**. *This opens the paste special dialog box.*
6. To create an embedded object, select the **Paste** radio button. To create a linked object, select the **Paste link** radio button.
7. Click **OK**.

If you create a linked object, you can modify the Microsoft Excel source file and Microsoft Word will automatically reflect the changes.