Microsoft Application Series



Word 2003 Introduction

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E&OE

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Quick reference: Word shortcut keys

Command	Keystroke
Bold	Ctrl-B
Close	Ctrl-F4
Сору	Ctrl-C
Cut	Ctrl-X
Exit application	Alt-F4
Font	Ctrl-D
Font grow/shrink 1 pt.	Ctrl-] or [
Help	F1
Help—What's This?	Shift-F1
Hyperlink	Ctrl-K
Italics	Ctrl-I
Justify—Center	Ctrl-E
Justify—Full	Ctrl-J
Justify—Left	Ctrl-L
Justify—Right	Ctrl-R
Line-spacing 1	Ctrl-1
Line-spacing 1.5	Ctrl-5
Line-spacing 2	Ctrl-2
List Bullet	Ctrl-Shift-L
New document	Ctrl-N
Open a document	Ctrl-O
Paste	Ctrl-V
Print	Ctrl-P
Print Preview	Ctrl-Alt-I
Repeat/Redo	Ctrl-Y
Underline	Ctrl-U
Underline-double	Ctrl-Shift-D
Save	Ctrl-S
Select All	Ctrl-A
Spelling and Grammar check	F7
Table—to column bottom	Alt-PgDn
Table-to column top	Alt-PgUp
Table—to row beginning	Alt-Home
Table-to row end	Alt-End
Undo	Ctrl-Z

Word Introduction

- 1. Word basics
- 2. Editing documents
- 3. Moving and copying text
- 4. Formatting characters and paragraphs
- 5. Creating and managing tables
- 6. Controlling page layout
- 7. Using proofing tools
- 8. Web features

Word basics

Unit 1 objectives

- Explain the elements of the Word window
- · Create and save documents
- Print documents
- · Access and use Help

Your notes: Unit 1	

Visual summary: Unit 1 objectives

Elements of the Word window



Create a New Document

Saving a New document - File - Save As





Printing documents – File - Print



Using Help

Help	
0	Microsoft Office Word <u>H</u> elp F1
	Show the Office Assistant
	Microsoft Office Online
	<u>C</u> ontact Us
	Word <u>P</u> erfect Help
	Chec <u>k</u> for Updates
	Detect and <u>R</u> epair
	Acti <u>v</u> ate Product
	Customer <u>F</u> eedback Options
	About Microsoft Office Word





Prints your document



Unit 1 Practice Activity

- 1. Create a new document.
- 2. Type "I have learned the basics of using Word to create, save, and print a document. I also know how to use Help."
- 3. Save the document to the current unit folder by using the Save As command. Save the document as **My achievements**.
- 4. Use the Ask a Question box to get help on opening a file.
- 5. Use the Word help dialog box to find information about printing.
- 6. Select the topic called Print a Document.
- 7. Close Help.
- 8. Save your document.
- 9. Preview and print your document.
- 10. Close the document.



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Editing documents

Unit 2 objectives

- Open and move around a document
- Use Word's AutoCorrect feature
- Edit text in a document
- Use the Undo and Redo commands

Your notes: Unit 2	

Visual summary: Unit 2 objectives

Opening a Docu	ment		2							
	Open								?	×
	Look jn:	🛅 My Folde	r	~ (🔄 🕶 🗖	IQ X	(📺 🎹 🗖 1	iools +		
	My Recent Documents Desktop My Documents My Computer	I am typing	a new document.doc							
	Mu Nebusuk	File <u>n</u> ame:					~	0	Ipen	*
	Places	Files of type:	All Files (*,*)				~	Ca	ancel	

Autocorrect feature – Tools – AutoCorrect Options

utoCorrect: English	(U.S.)		Đ			
AutoText	-	AutoFormat Smart Tags				
AutoCorrect		AutoFormat As You Type				
Show AutoCorrect	Options b	uttons				
☑ Correct TWo INitial	CApitals		Exceptions			
🗹 Capitalize first lette	r of <u>s</u> ente	ences				
🗹 Capitalize first lette	r of table	cells				
Capitalize <u>n</u> ames of	days					
🔽 Correct accidental (usage of (APS LOCK key				
Replace <u>t</u> ext as you	u type —					
Replace: With:	(iii) Plai	n text O Forma	atted text			
(c) ©			~			
(r) ®						
(tm) ™						
			<u>×</u>			
Add Delete						
			OK Cancel			



CL.

Redo

Unit 2 Practice Activity

- 1. Open the file **Celebrate**
- 2. Insert the current date in the Date field at the top of the page.
- 3. Add an Autocorrect entry for the word Outlander; misspell it as Otulander.
- 4. Move to the heading The Project team on page 2.
- 5. Move the insertion point to the left of the P in "Project". Type Otulander and press the spacebar.
- 6. Go to the top of page 3.
- 7. Overwrite the word Closing with Summary.
- 8. Undo your typing.
- 9. Save the document as My Celebrate and close it.



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Moving and copying text

Unit 3 objectives

- Select text by using the mouse and keyboard
- · Copy and move text
- Search for and replace text

Your notes: Unit 3	

Visual summary: Unit 3 objectives



Find and Replace - Edit - Find

12 - N	hcrosoft Word	
<u>V</u> iew	Find and Replace ? 🔀	6
	Find Replace Go To	- -
<u>۲</u> ۰۰	Find what:	• 🛆
	optoris. Search bown	
	Highlight all items found in:	
	Current Selection	

The quick brown fox jumps over the lazy dog while the farmer paints the fence! This farmer likes to chase foxes and hunt them with his lazy dog.

Unit 3 Practice Activity

- 1. Open Info.
- 2. Select the heading The Project Team and related text up to the heading To-do list.
- 3. Cut your selection.
- 4. Paste it at the bottom of the document.
- 5. Search for the word 'find' and replace it with 'identify'.
- 6. Save the document as My info.
- 7. Close the document.



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Formatting characters and paragraphs

Unit 4 objectives

- Use character formatting to enhance text
- Use tabs in a document
- Use basic paragraph formatting to enhance a document's appearance
- Use advanced paragraph formatting techniques



Your notes:	Unit 4			
		 	 	<u> </u>

Visual summary: Unit 4 objectives

Character formatting

Times New Roman 🔽 12 👻 🖪 🗶 💆 🧮	Font ? 🛛
Times New Roman	Font Character Spacing Text Effects
Tr Palatino Linotype 📃 Tr Arial	Eont: Font style: Size: Old English Text MT Regular 22 Old English Text MT Regular 22 Onyx Italic 24 Palace Script MT Bold 26
ъ Agency В ъ ALGERIAN ъ Arial	Palatino Linotype Papyrus Font color: Automatic (none) Bold Italic 28 36 Automatic Cfift.ata
The Arial Black The Arial Narrow	Strigethrough Shadow Small caps Double strikethrough Qutline All caps Sugerscript Emboss Hidden Subscript
The Arial Unicode MS The Baskerville Old Face	Preview
🏝 Bauhau/ 93 🛛 😪	This is a TrueType tont. This tont will be used on both printer and screen. Default OK Cancel



3 · · · 2 · · · 1 · · · X · L · 1 · · · 2 · · · 3 · · · 4 · · · 5 · · · 6 · · · 7 · · · 8 · · · 9 · · · 10 · · · 11 · · · 12 · · · 13 · · · 14 · · · <u>1</u>

This is a Left tab Ice-cream This is a Right tab Strawberries

This is a Decimal Tab £120.00 19.00 1,000.00 12,000.00

This is a Centre tab Mango, Pineapples and Strawberries

Basic Paragraph Formatting

Left Align	
Right Align	1
Centre Align	≣
Justify	
Line Spacing	‡≣ -
Numbered Bullets	E C C C C C C C C C C C C C C C C C C C
Bullets	:=

Advanced Paragraph Formatting



Format - Paragraph



Unit 4 Practice Activity

- 1. Open Status report.
- 2. Select Status Report at the top of the page and apply the following character formats: Arial, 14pt, Bold. Choose an underline style from the list. Select a text effect also.
- 3. In the first paragraph under the memo heading, apply an italic format.
- 4. Set a left aligned tab stop at 5cm for the lines TO: FROM: and RE:
- 5. Justify the first paragraph under the double line and set the line spacing to 1.5 lines.
- 6. Bold the heading The consultant team.
- 7. Repeat the formatting for the headings What's done and Still left to do.
- 8. Use the Reveal Formatting task pane to find the differences in formatting of the text Solena Hernandez Market Analyst with other team members.
- 9. Apply bullets to the items under the headings What's done and Still left to do.
- 10. Set a left indent at 1.5cm and a right indent at 11cm for the paragraph under Kathy Sinclair.
- 11. Repeat the indents for the paragraphs under Thomas Boorman, Solena Hernandez, and Susan Gianni.
- 12. Centre the heading Status Report at the top of the page.
- 13. Save the document as My Status Report and close it.



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Creating and managing tables

Unit 5 objectives

- Create tables in a Word document
- Edit the structure of tables
- Enhance the appearance of tables

Your notes: U	nit 5			
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Visual summary: Unit 5 objectives



Create Tables in a Word document







Table – Table Properties

Table Pro	perties			? 🔀
<u>T</u> able	<u>R</u> ow	Col <u>u</u> mn	C <u>e</u> ll	
Size				
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Alignment				
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	:	₩		0 cm 😂
Left		⊆enter	Rig <u>h</u> t	
Text wrap	ping —			
	:			
None		Around		Positioning
		Border	s and Shading	g Options
			OK	Cancel

Unit 5 Practice Activity

- 1. Create a new blank document.
- 2. Insert a table with 4 columns and 5 rows.

3. Add the text for the first 5 rows as shown in the sample table below.

Теа	Vendor	Order Status	Comments
Oolong	East Seas	In Route	2 Weeks late
Darjeeling	China Clipper	In Warehouse	Excellent quality
Earl Grey	House of Lords	In Warehouse	Not fresh – consider other options
House Blend	China Clipper	Shipping next Week	New product for this vendor

- 4. Add a sixth row at the bottom of the table.
- 5. Add the following text:

Tea: House Blend

Vendor: Chna Clipper

Order Status: Shipping next week

Comments: New product for this vendor

- 6. Select the first row.
- 7. Format the font as Arial, Bold, 14pt.
- 8. Centre the text in the first row.
- 9. Change the width of the last column to accommodate all the text on one line (use Autofit).
- 10. Save the document as Tea.
- 11. Close the document.



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Controlling page layout

Unit 6 objectives

- · Add headers and footers to a document
- Set and change the margins for a document
- Add and delete manual page breaks

Your notes: Unit 6	

Visual summary: Unit 6 objectives

Headers and Footers View – Header and Footer



Set Margins File - Page Setup

Page Setu	ip			? 🗙
Margins	Paper Layout]		
Margins -				
<u>T</u> op:	2.54 cm 🗘	<u>B</u> ottom:	2.54 cm 🔹	
<u>L</u> eft:	3.17 cm 💲	<u>R</u> ight:	3.17 cm 🛛 😂	
<u>G</u> utter:	0 cm 😂	Gutter position:	Left 😽 💙	
Orientatio				
Pages -				
<u>M</u> ultiple	pages:	Normal		~
Preview Apply to This se); ction 💌			
Default.			ок С	ancel

Unit 6 Practice Activity

- 1. Open James.
- 2. Add the date to the centre of the header.
- 3. Add **Outlander Spices** to the footer.
- 4. Set all margins to 3cm.
- 5. Insert a page break above the heading "Progress to date"
- 6. Save the document as My James and close the file.



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Using proofing tools

Unit 7 objectives

- Use Word's Spelling and Grammar feature to proof a document
- Use Word's Thesaurus to find alternative words



Visual summary: Unit 7 objectives

Spelling and Grammar Tools – Spelling and Grammar (F7)

Spelling and Grammar: English (U.K.)	Spelling and Grammar: English (U.K.)
Not in Dictionary: Blue whales are amonsg the largest mammals in the world Ignore Add to D	e Once are All Dictionary
Suggestions:	Suggestions:
among Cha amongst	ange Mammals in Change
	Tograet
Dictionary language: English (U.K.)	Dictionary language: English (U.K.)
✓ Check grammar Options Undo Car	ncel V Check grammar Options Undo Close

Thesaurus

Blue whales are among the largest mammals in the world

Ж	Cu <u>t</u>	
Ba	⊆ору	
2	<u>P</u> aste	
Α	Eont	
≣≣	<u>P</u> aragraph	
:=	Bullets and <u>N</u> umbering	
2	Hyperlink	
í,	Loo <u>k</u> Up	
	Synonyms	main
ீக்	Tr <u>a</u> nslate	major
	Select Text with Similar Formatting	chief
		principal
		prime
		biggest
		leading
		prevalent
		<u>T</u> hesaurus

Unit 7 – Using Proofing tools

- 1. Open Finalreport.
- 2. Correct the spelling and grammar in the document.
- 3. Select the word "initial" in the 4th bullet.
- 4. Use Thesaurus to replace the word "initial" with a word of your choice.
- 5. Save the document as **My Finalreport** and close the document.



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Web features

Unit 8 objectives

- Saving documents as web pages
- Working with hyperlinks
- Emailing documents



Visual summary: Unit 8 objectives

Hyperlinks

Insert Hyperlink icon



Susan Gianni, Business consultant

Susan will analyze our business processes and look for any unrealized savings of time, money, or both. She will also provide a reali an overall business perspective.



Emailing Documents

Email	
🗐 Team - Mi	crosoft Word
Eile Edit	<u>Yiew Insert Format I</u> ools T <u>a</u> ble <u>Wi</u> ndow <u>H</u> elp
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44 Body Te	xt • Times New Roman • 11 • B I U 書書書 1 = 1 = 1 = 1 = 2 • A • .
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Introduction:	
X	2 * 1 * 3 * 1 * 4 * 1 * 5 * 1 * 6 * 1 * 7 * 1 * 8 * 1 * 9 * 1 * 10 * 1 * 11 * 1 * 12 * 1 * 13 * 1 * 14 * 1 * 15 * 1 * 16 * 1 * 17 * 1 * 18 * 1 * 19 * 1 * 20 * 1 *

Susan Gianni, Business consultant

Susan will analyze our business processes and look for any unrealized savings of time, money, or both. She will also provide a reality ch an overall husiness perspective

Unit 8 – Web Features

- 1. Open Team.
- 2. Preview the document as a Web Page. Close the browser.
- 3. Save the file as an HTML file and name it **My Team**.
- 4. Open My Team in Internet Explorer.
- 5. At the bottom of the page, make the text **Back to previous page** a hyperlink to the file **My about us.htm**
- 6. Click the hyperlink to display the HTML file.
- 7. Close Internet Explorer.
- 8. Update and close the document.
- 9. Close Word.



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