



**HILLSBOROUGH**  
Community College

Microsoft Word 2003  
Module 1



# Microsoft Word 2003

## Module 1

August 2006

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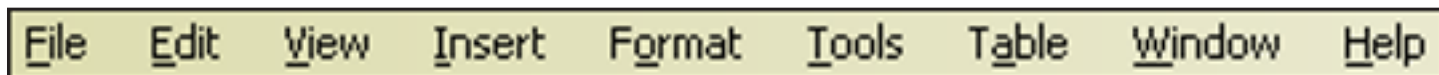


# Objectives

Upon completion of this module, participants will know and be able to:

1. use the menu bar and various toolbars to create Word documents;
2. open an existing document or new document;
3. use page set-up features including setting margins and paper;
4. save a new or existing document;
5. manipulate text including cut/paste and copy/paste;
6. use the Views feature to view an existing document in various formats;
7. format text including font type, size, color and effects;
8. use other text features including zoom, spell check, grammar check, thesaurus and word count;
9. use printing features including print preview.





## Menu Bar

The Menu Bar groups Word commands into related functions.

**File** - From the File menu, you create new documents, open existing documents, save documents, print documents, adjust page settings, and exit the program.

**Edit** - From the Edit menu, you cut/paste or copy/paste text, delete words, find words, and replace words.

**View** - From the View menu, you view the document in various formats including web page format, an outline format, create headers, create footers, and select toolbars.

**Insert** - From the Insert menu, you create page breaks, create section breaks, add page numbers, add pictures and graphics, create hyperlinks, add symbols, add comments, and add text boxes.

**Format** - From the Format menu, you change font, change paragraph styles, add bullets, add borders, add backgrounds, and create columns.

**Tools** - From the Tools menu, you check spelling, check grammar, utilize word count, track changes, and create mail merges.

**Table** - From the Table menu, you create custom tables.


















**Window** - From the Window menu, you arrange and split windows.

**Help** - From the Help menu, you find answers to software questions.



## Standard Tool Bar

The Standard Tool Bar provides shortcuts to the most commonly used word processing functions.


-  **New Document** - Opens a new Microsoft Word document.
-  **Open Folder** - Opens an existing folder
-  **Save** - Saves the current document (NOTE: click Save approximately every ten minutes).
-  **Print** - Prints the current document.
-  **Print Preview** - Displays a preview of the full page prior to printing.
-  **Spelling/Grammar Check** - Checks spelling and grammar throughout the document.
-  **Cut** - Removes text or images from a document.
-  **Copy** - Selected information can be copied to another place in the document.
-  **Paste** - Places cut or copied information into a new area of a document.
-  **Undo** - Allows you to undo the previous task.
-  **Hyperlink** - Inserts a hyperlink into a document.
-  **Tables and Borders** - Displays the Tables and Borders toolbar.
-  **Insert Table** - Inserts a new table into a document.
-  **Insert Excel Spreadsheet** - Inserts an Excel Spreadsheet into a document.
-  **Columns** - Formats a document into a specified number of columns.
-  **Drawing** - Displays the Drawing toolbar.
-  **Help** - Access to Microsoft Word Help.





## Formatting Tool Bar


The Formatting Tool Bar provides shortcuts to the most commonly used text formatting functions.


 **Style Box** - Assigns pre-defined styles to text.


 **Font Type** - Allows you to change font type by using the down arrow.


 **Font Size** - Allows you to change the font size by using the down arrow.

 **Bold** - Allows you to bold selected text.

 **Italic** - Allows you to italicize selected text.

 **Underline** - Allows you to underline selected text.

 **Align Left** - Allows you to align text to the left margin of the document (NOTE: This is the default setting.).


 **Center** - Allows you to center text within a document.


 **Align Right** - Allows you to align text to the right margin of the document.

 **Line Spacing** - Allows you to change line spacing of selected text by using the down arrow.


 **Numbering** - Allows you to create a numbered list within a document.

 **Bullets** - Allows you to create a bulleted list within a document.

 **Decrease Indent** - Allows you to decrease the indent of selected text (moves text to the left).

 **Increase Indent** - Allows you to increase the indent of selected text (moves text to the right).

 **Borders** - Allows you to apply borders around selected text.

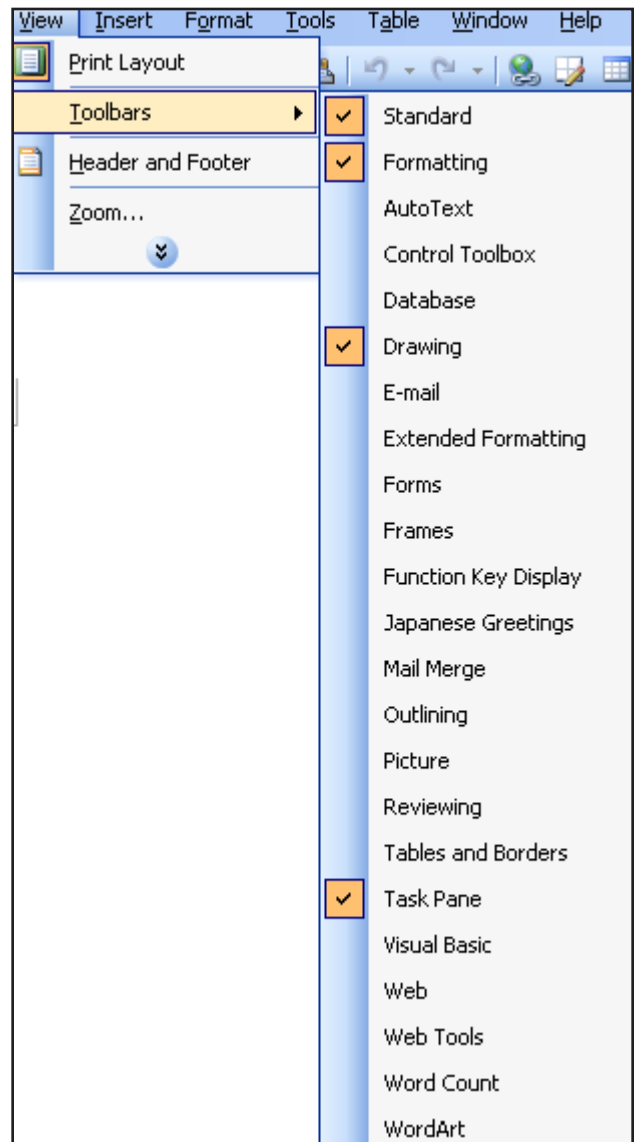
 **Highlight** - Allows you to highlight selected text using the mouse. Highlight color is selected using the down arrow.

 **Font Color** - Allows you to change the font color of selected text using the down arrow.

## Viewing Toolbars

Viewing Toolbars allows you to select specified toolbars to use when creating your Word document.

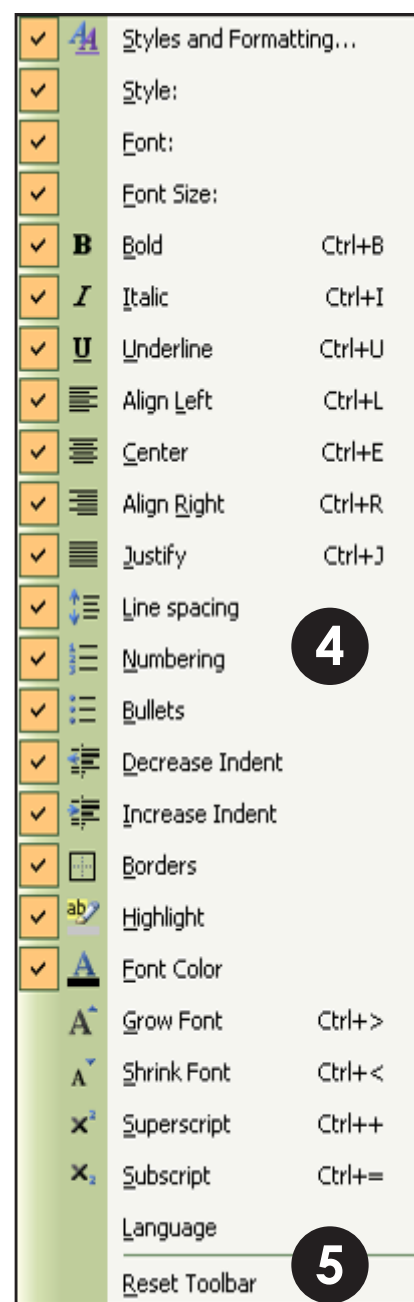
1. From the Microsoft Word Menu Bar, click **View>Toolbars**.
2. Select the Toolbars you wish to use with your Word document by clicking next to each toolbar. A check mark will appear.



## Customizing Toolbars

Customizing Toolbars allows you to create a toolbar that displays only your most commonly used functions.

1. Click the **down arrow** at the end of the toolbar.
2. Click **Add or Remove Buttons**.
3. Select the desired toolbar.
4. Click the **icons** that you want the toolbar to display.
5. Clicking **Reset Toolbar** will change the Toolbar back to the default settings.



### Customizing a Toolbar

Open a blank Microsoft Word 2003 document. Follow the directions provided in this training module to open a toolbar that is not already open. (Example: Picture, Drawing, etc.) Then, follow the directions above to customize the new toolbar by deleting and adding icons.

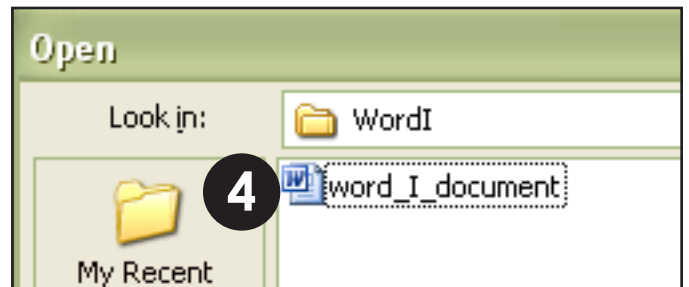
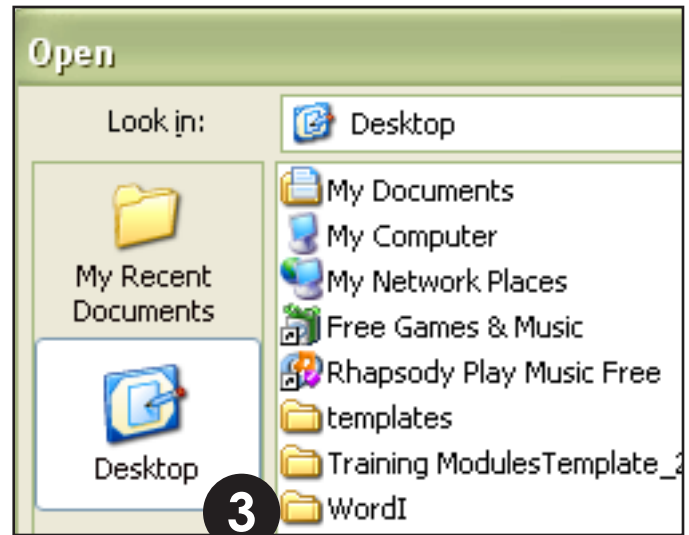
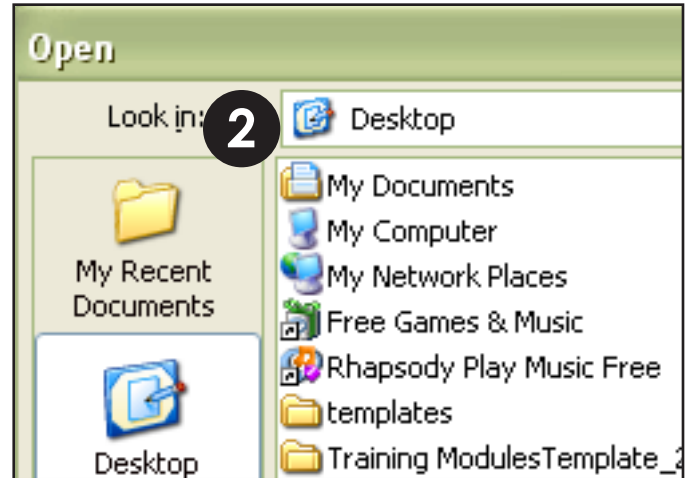
## Open an Existing Document

Opening an Existing Document allows you to search for previously created documents and open them in Word.

1. From the Microsoft Word Menu Bar, click **File>Open**.
2. Select the location (drive) of the existing document. (Example: Desktop).
3. Select the folder in which the document is stored, (Example: Word I).
4. Click the document title, (Example: word\_I\_document).
5. Click **Open**.



**Shortcut:** Use the Open Folder icon on the Standard Toolbar to locate and open an existing document.



## Page Set-up: Margin Tab

The Margin Tab allows you to select top, bottom, right, and left page margins; select page orientation (portrait or landscape); and apply the changes to the entire document or only to a specific section of the document.

1. From the Microsoft Word Menu Bar, click **File>Page Setup>Margins Tab**.
2. To change page margins, click the **up/down arrows** next to the margins that need to be changed.
3. To change page orientation, click **Portrait or Landscape**.
4. To apply the margin changes to a specific section of the document, click the **down arrow** located in the Preview section.
5. The Preview window allows you to view the changes prior to making the changes.
6. Click **OK**.



## Page Set-up: Paper Tab

The Paper Tab allows you to select the size of the paper that you are going to use to create and print your document; select the source of the paper, which may be different for the cover page and content pages; and apply the paper sources to the entire document or to only a portion of the document.

1. From the Microsoft Word Menu Bar, click **File>Page Setup>Paper Tab**.
2. To change the paper size, click the **down arrow** to select the paper, (Example: Letter, Legal, etc.).
3. To change the paper source for the front/cover page, click the **desired source located under First page**.
4. To change the paper source for the remaining pages, click the **desired source located under Other pages**.
5. Click **OK**.



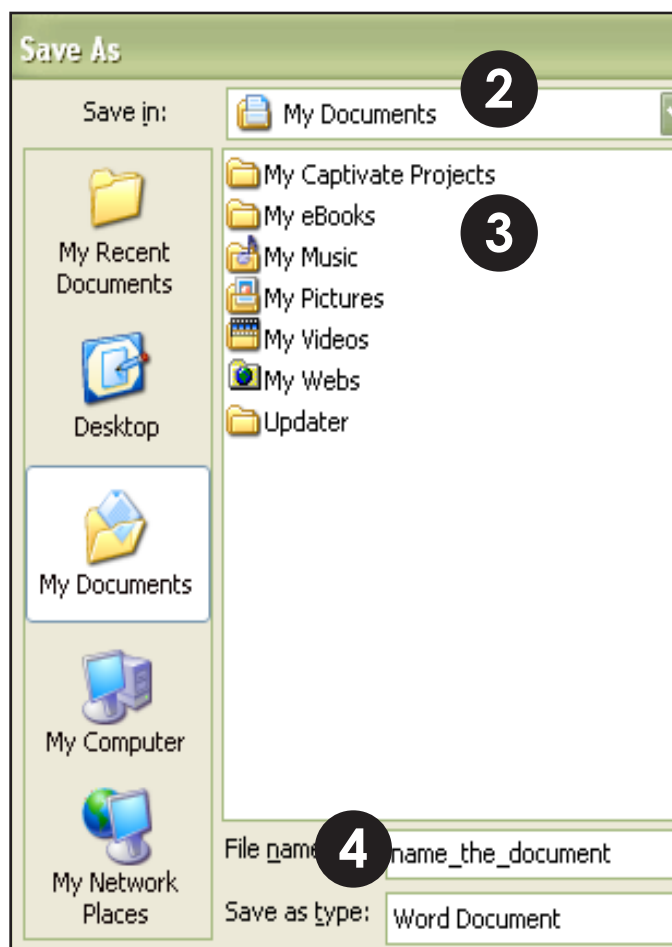
## Saving a New Document

Saving a New Document allows you to select the location where the document will be saved; select the file where the document will be saved; and name the document.

1. From the Microsoft Word Menu Bar, click **File>Save As**.
2. Select the location in which you wish to save the document, (Example: My Documents).
3. Select the folder in which you wish to save the document, (Example: My Captivate Projects).
4. Name the file.
5. Click **Save**.



**Shortcut:** Use the Save icon on the Standard Toolbar to save a new document.



## Cut/Paste Text

Cut/Paste Text allows you to remove text from one location in a document and place it in a new location.

1. Highlight the text you wish to cut by positioning the mouse at the beginning of the text. Then click and drag the mouse until all of the desired text is highlighted. Then release the mouse, (Example: This letter will confirm . . .).
2. From the Microsoft Word Menu Bar, click **Edit>Cut**.
3. Select the new location for the text by positioning the mouse at the beginning of the new location. Then click the mouse.
4. From the Microsoft Word Menu Bar, click **Edit>Paste**.
5. The text now appears in the new location.



**Shortcut:** Use the Cut/Paste icons on the Standard Toolbar to cut and paste text.

This letter will confirm your comple  
Instructional Technology, in Janua  
requested:

1

**Course Description** - This 6-wee  
and provides basic keyboarding a  
introduction to integrating technol  
proficiency in basic computer utili  
presentation software. Topics inc  
educators, integrating multimedia  
networks, graphics, animation, ar

5

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networks, graphics, animation, a

This letter will confirm your compl  
Instructional Technology, in Janua  
requested:

## Copy/Paste Text

Copy/Paste Text allows you to duplicate text in a document without re-typing and place the text in a new location within the same document.

1. Highlight the text you wish to copy by positioning the mouse at the beginning of the text. Then click and drag the mouse until all of the desired text is highlighted. Then release the mouse, (Example: This letter will confirm . . .).
2. From the Microsoft Word Menu Bar, click **Edit>Copy**.
3. Select the new location for the text by positioning the mouse at the beginning of the new location. then click the mouse.
4. From the Microsoft Word Menu Bar, click **Edit>Paste**.
5. The text now appears in the new location as well as remaining in the previous location.



**Shortcut:** Use the Copy/Paste icons on the Standard Toolbar to copy and paste text.

This letter will confirm your complete  
Instructional Technology, in January  
requested:

1

**Course Description** - This 6-week  
and provides basic keyboarding and  
introduction to integrating technology  
proficiency in basic computer utilization  
presentation software. Topics include  
educators, integrating multimedia  
networks, graphics, animation, and

This letter will confirm your complete  
Instructional Technology, in January  
requested:

5

**Course Description** - This 6-week  
and provides basic keyboarding and  
introduction to integrating technology  
proficiency in basic computer utilization  
presentation software. Topics include  
educators, integrating multimedia  
networks, graphics, animation, and

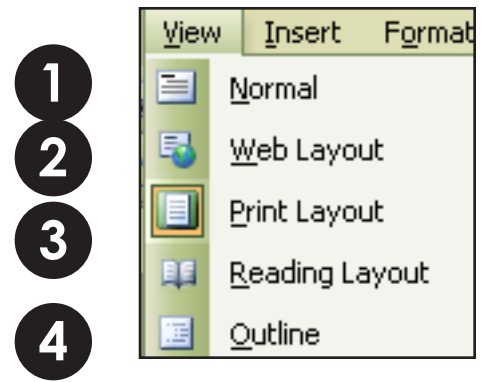
This letter will confirm your complete  
Instructional Technology, in January  
requested:

# View

View allows you to see a document as it will appear in webpage format, print format, and outline format.

From the Word Menu Bar, click **View>Select desired view**.

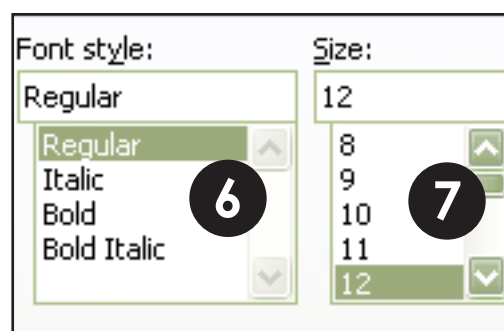
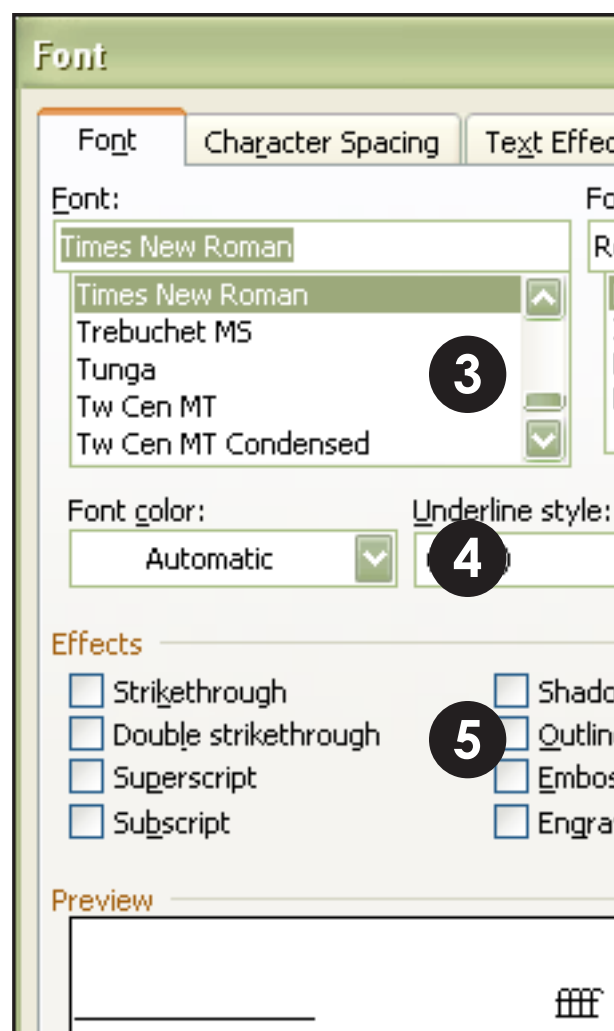
1. Use **Normal View** for typing, editing, and formatting document text.
2. Use **Web Layout View** when creating a Web page or a document that will be published on a Web page.
3. Use **Print Layout View** to see how text, graphics, and other document elements will appear on the printed page. (NOTE: This is typically the Default View.)
4. Use **Outline View** to see the structure of a document and to move, copy, and reorganize text by dragging headings.



## Formatting Text

Formatting Text allows you to change the font type, font size, font color, and font style as well as to add special effects to the font such as shadows and embossing.

1. Highlight the text in the document that you wish to change.
2. From the Microsoft Word Menu Bar, click **Format>Font**.
3. To change the font type, use the up/down arrows to access the available font types. Click the desired font type.
4. To change the font color, use the down arrow to access the available colors. Click the desired font color.
5. To add a special effect to the font, click the box of the desired effect.
6. To change the font style, click the desired style.
7. To change the font size, use the up/down arrows to access the available sizes. Click the desired size.
8. When all font changes have been made, click **OK**.



**Times New Roman** **Shortcut:** Use the Font Type icon on the Formatting Tool Bar to change font type.

**A** **Shortcut:** Use the Font Color icon on the Formatting Tool Bar to change font color.

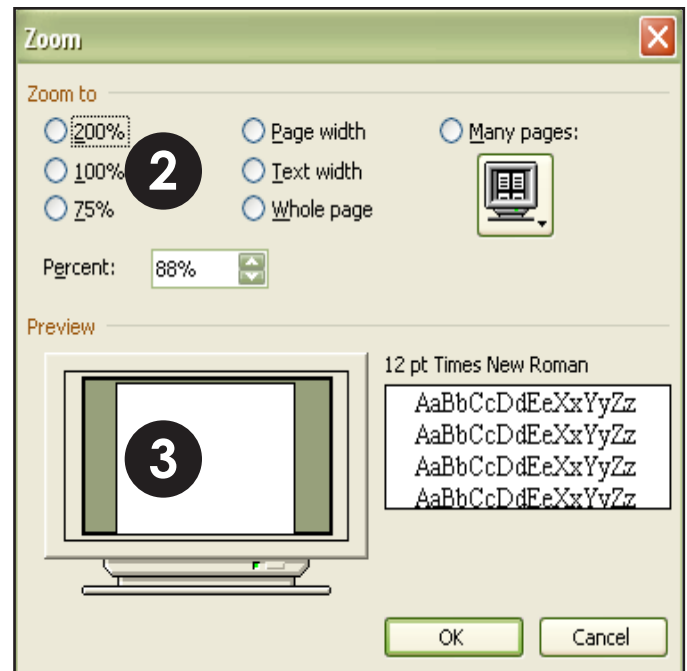
**B** **I** **U** **Shortcut:** Use the Bold, Italic and Underline icons on the Formatting Tool Bar to change font style.

**12** **Shortcut:** Use the Font Size icon on the Formatting Tool Bar to change font size.

## Zoom

Zoom allows you to magnify text or de-magnify text for easier viewing.

1. From the Microsoft Word Menu Bar, click **View>Zoom**.
2. Click the **desired percentage**.
3. The preview window displays the new size.
4. Click **OK**.



## Word Count

Word Count allows you to obtain the total number of words in the document, the total number of characters with and without spaces, and the total number of pages, paragraphs, and lines.

1. From the Microsoft Word Menu Bar, click **Tools>Word Count**.
2. When finished viewing the statistical information, click **Close**.



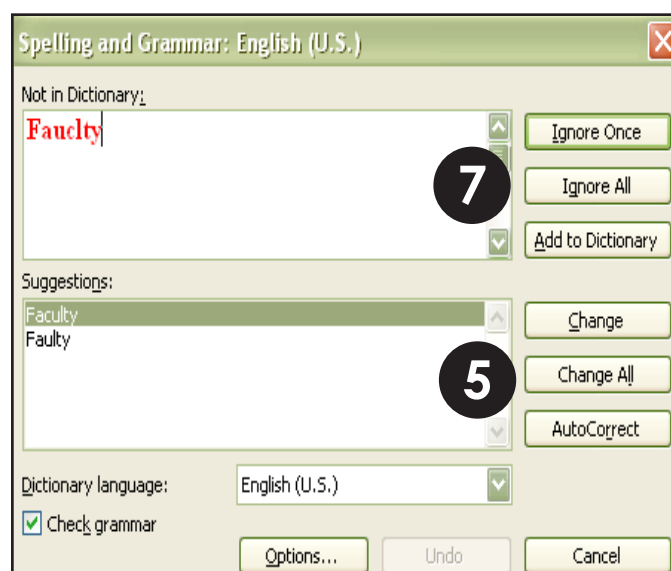
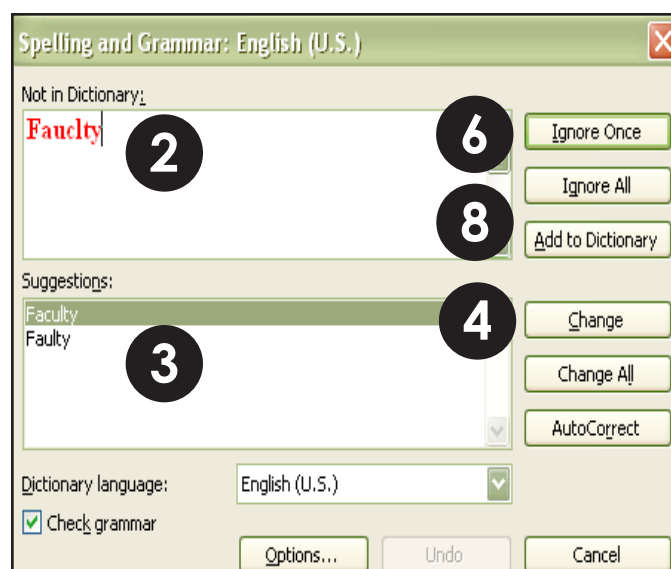
## Check Spelling

Check Spelling allows you to correct spelling errors throughout the document. A misspelled word usually has a wavy red line underneath the word.

1. From the Microsoft Word Menu Bar, click **Tools>Spelling and Grammar**.
2. The misspelled word is located in **Not in Dictionary**, (Example: Faucalty).
3. The Suggestions window displays all words that closely resemble the misspelled word. Click the correct suggestion.
4. **Change** will change the misspelled word to the suggested word.
5. **Change All** will change the misspelled word to the suggested word throughout the document.
6. **Ignore Once** will ignore the misspelled word one time.
7. **Ignore All** will ignore the misspelled word throughout the document.
8. **Add to Dictionary** allows you to add the misspelled word to the dictionary so that it will be recognized in future documents.
9. When Check Spelling is complete, a message will appear stating that it is complete. Click **OK**.



**Shortcut:** Use the Spelling/Grammar icon on the Standard Toolbar to check spelling.



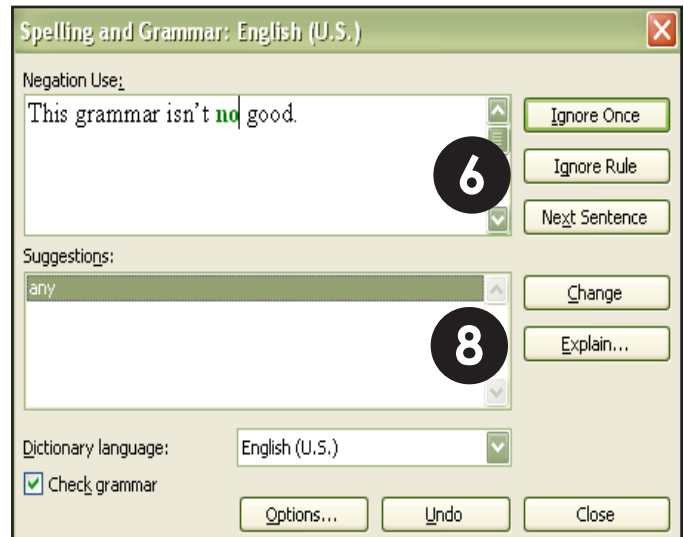
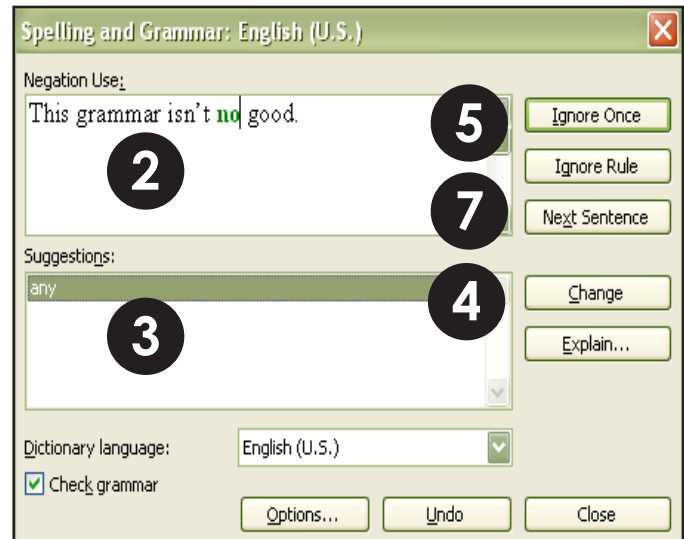
## Check Grammar

Check Grammar allows you to correct grammar errors. A grammar error usually has a wavy green line underneath the word or phrase.

1. From the Microsoft Word Menu Bar, click **Tools>Spelling and Grammar**. Once Spelling is complete, the Check Grammar will display.
2. The **Negation Use** window will display the grammar error.
3. The **Suggestions** window will display the recommended change.
4. **Change** will make the suggested change.
5. **Ignore Once** will ignore the suggested grammar rule for that specific sentence.
6. **Ignore Rule** will ignore the suggested grammar rule throughout the document.
7. **Next Sentence** will skip the current grammar error and search the document for other grammar errors.
8. **Explain** will provide an explanation of the incorrect grammar rule.
9. When all grammar errors have been corrected, a box will appear stating that Grammar check is complete. Click **OK**.



**Shortcut:** Use the Spelling/Grammar icon on the Standard Toolbar to check grammar.



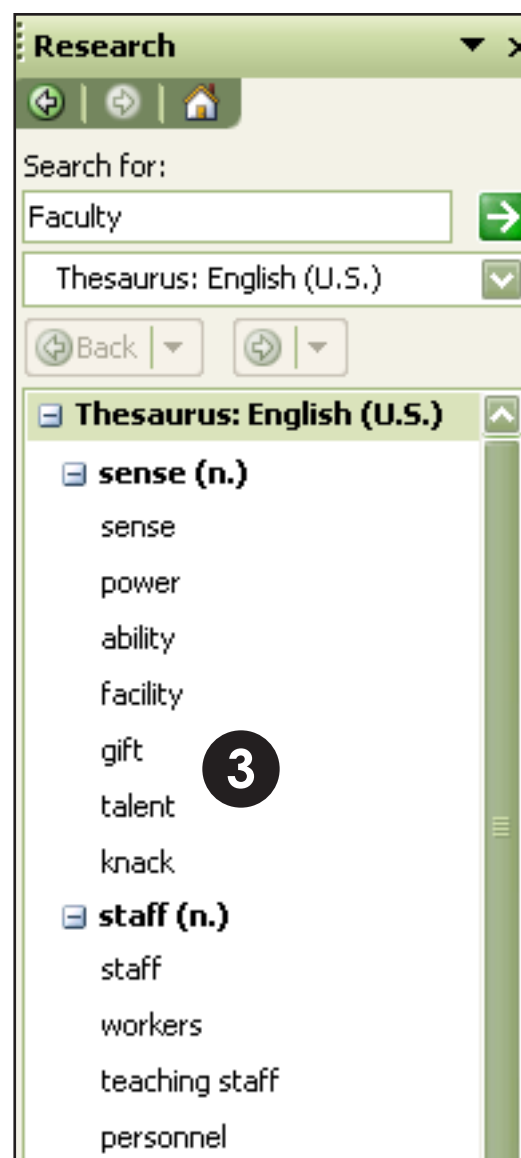
## Formatting Text

Open the Microsoft Word document provided. Use the directions provided in this training module to change page margins, font type, font size, font color, and line spacing. Then use the cut/paste and copy/paste features to re-arrange text. When finished, use spell check and grammar check to correct errors.

## Thesaurus

Thesaurus provides you with a list of synonyms for a specific word.

1. Highlight the word you wish to replace with a synonym.
2. From the Microsoft Word Menu Bar, click **Tools>Language>Thesaurus**.
3. The Thesaurus dialog box will display a list of suggested words. Click the word you wish to use.
4. Click **Replace**.



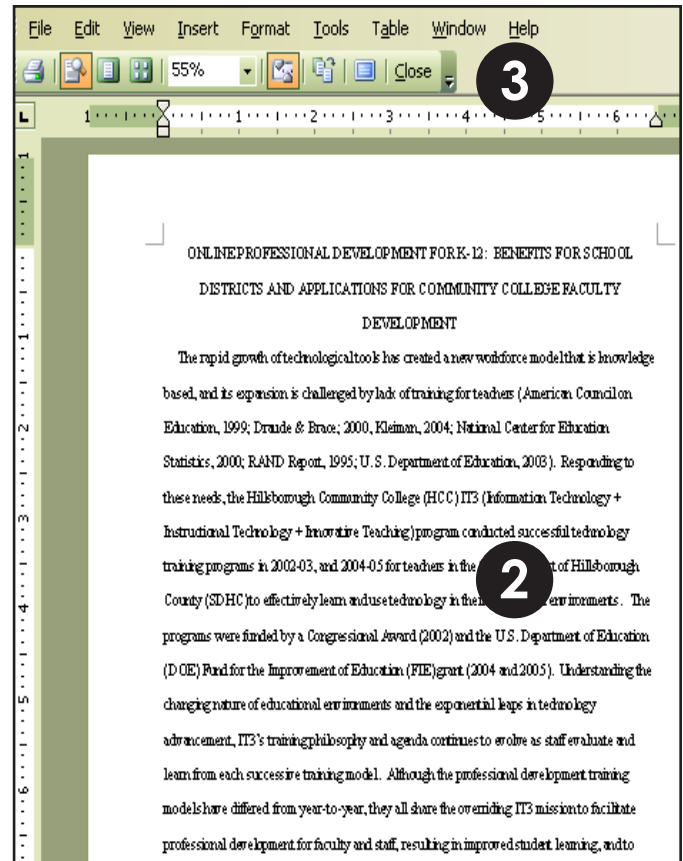
## Print Preview

Print Preview allows you to view a document prior to printing. This provides you with the opportunity to view formatting, spacing, and graphics placement.

1. From the Microsoft Word Menu Bar, click **File>Print Preview**.
2. The full page appears in reduced size allowing you to verify format, spacing, and graphics placement.
3. When you are finished viewing the page, click **Close**.



**Shortcut:** Use the Print Preview icon on the Standard Toolbar to preview your document prior to printing.



## Print

Print allows you to print documents, including all pages or selected pages as well as to print multiple copies of a document or multiple pages per sheet of paper.


1. From the Microsoft Word Menu Bar, click **File>Print**.
2. Select the pages you wish to print, (Example: All pages, only the Current page, or specified multiple pages).
3. To print multiple copies of the document, use the **up/down arrows** to select the number of copies.
4. To print more than one page per sheet of paper, use the **down arrow** to select the number of pages.
5. When all selections have been made, click **OK**.



**Shortcut:** Use the Print icon on the Standard Toolbar to print your document.

### Print

**Printer**

Name:  \\dmnt1\DLRC304-4100

Status: Idle

Type: HP LaserJet 4100 PCL 6

Where: DLRC 304

Comment: 10.41.3.70 - 4100 - IT3

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**Page range**



All

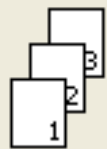
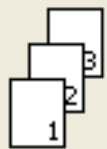
Current page **2**  Selection

Pages:

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

### Copies


Number of copies:  **3**  





Collate

---

**Zoom**

Pages per sheet:  **4** 

Scale to paper size:  

## Create a New Document

Open a new Microsoft Word 2003 document. Use the activity description and checklist provided to create a letter or course syllabus. Please make sure to use all of the Word functions as outlined in the description.