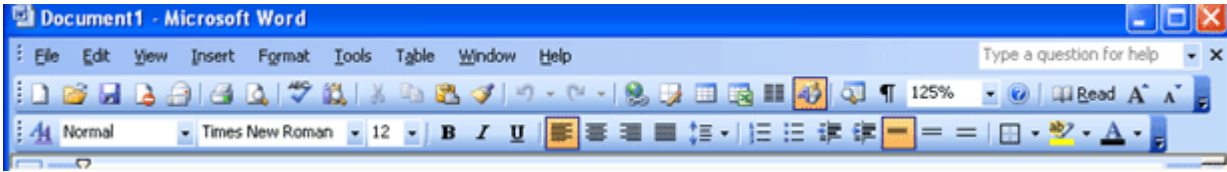


# Word XP: Introduction

## Tour of menus:

- 1) Explore the **File** Menu.
  - a) New - start a new document
  - b) Open - opens the selected document
  - c) Close - closes the selected document
  - d) Save - saves the document you are working on
  - e) Save as - allows you to save the document in a new place or to change the name of the saved document
  - f) Page set-up - allows you to print in portrait view or landscape view
  - g) Print - allows you to print your document
  - h) Exit - allows you to quit the program you are working in
  
- 2) Explore the **Edit** Menu
  - a) Undo - allows you to undo the last instruction
  - b) Cut - removes highlight text, graphics, etc. from the document
  - c) Copy - puts highlighted item on the clipboard but leaves the original where it is.
  - d) Paste - puts item from the clipboard into selected document(s)
  - e) Clear - Completely removes selected items from a document
  - f) Select All - Highlights everything in the document
  - g) Find - locates commonly misspelled words and replace them all automatically with corrected spelling.
  
- 3) Explore the **View** Menu
  - a) Normal, Web Layout, Print Layout, Outline
  - b) Toolbars & positioning on the screen
    - i) Standard
    - ii) Formatting
    - iii) Drawing
  - c) Headers and footers
  
- 4) Explore the **Insert** Menu
  - a) Break – to start new page or section (or use Ctr./Enter for a page break)
  - b) Page numbers
  - c) Date and Time
  - d) Symbols
  - e) Picture from Clipart and from file
  
- 5) Explore the **Format** Menu
  - a) Font - select the font type, style, color, etc
  - b) Paragraph – set line and indentation spacing
  - c) Bullets and Numbering – select type of list
  - d) Borders and Shading – for individual paragraphs or entire document
  
- 6) Explore the **Tools** Menu
  - a) Spelling and Grammar
  - b) Word Count

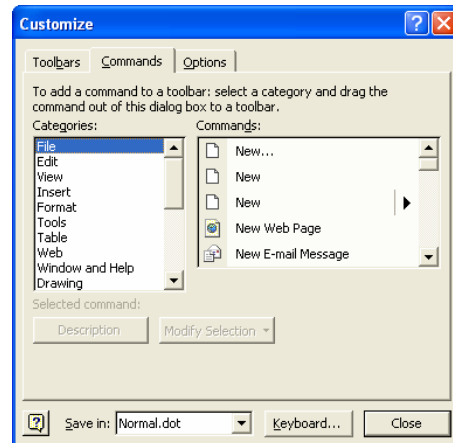
## Tour of toolbars:



- 1) Tool Bar - buttons across top of window
  - a) Font styles and sizes; font colors
  - b) Alignments: left, centered, right, justified
  - c) Columns
  - d) Percentage Box
  - e) Indent and outdent
  - f) Numbered & bulleted lists
  - g) Line spacing

### 2) Customizing the toolbar

- a) Click on **View**, choose **Toolbars**, and click on **Customize**; OR, click on **Tools** and select **Customize**
- b) Click on **Commands** tab
- c) Select the category on the left
- d) Locate a specific command on the right
- e) Drag the icon to the toolbar; note the I-bar on the toolbar and drag to desired location and let up on the mouse; tool icon will appear where the I-bar was



- f) To delete a tool on the toolbar, click on the desired tool and drag the tool below the ruler; the tool will disappear

### 3) Explore the Ruler

- a) Tabs style selection far left
- b) Indent markers – triangular in ruler

## Creating and Opening Documents:

### 1) New Documents

- a) Click on **File** and select **New**; a window will appear on the right
- b) Click on **Blank document**
- c) **OR**, click on **NEW** icon on the toolbar

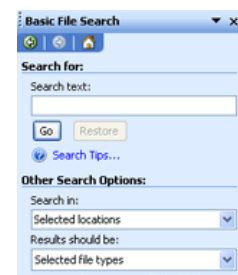


### 2) Opening an existing document

- a) Click on **File** and select **Open**
- b) Navigate to and highlight desired document, then click **Open**
- c) **OR**, click the **OPEN** icon on the toolbar

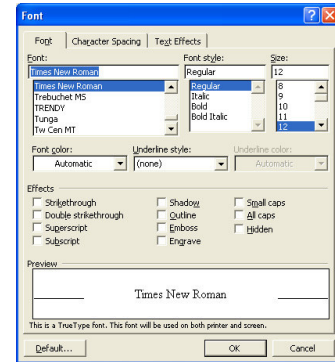
### 3) Finding existing Word document

- a) Click on **File** and select **File Search**
- b) In **Search Text** box at right, enter partial or complete file name
- c) Click **Go**
- d) On the list, double click on the desired document
- e) Use **Other Search Options** for advanced searching






## Formatting fonts: Format Menu & Toolbar:

- 1) **IMPORTANT:** Either select the text for formatting OR place the cursor where the new format is to begin.
- 2) Click on **Format** and select **Font**.
- 3) Make the desired adjustments, view the preview text.
- 4) Click **OK**
- 5) **OR** use the various toolbar buttons on the toolbar.



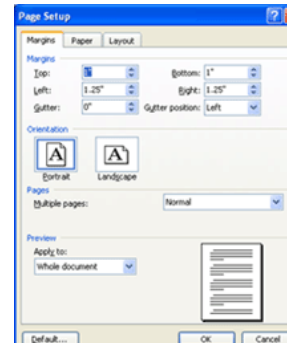
## Manipulating text:

- 1) Editing Text
  - a) Undo 
  - b) Redo 
  - c) Cut, Copy & Paste 

(OR use **Ctrl/X** to cut; **Ctrl/C** to copy; **Ctrl/V** to paste, OR use the **Edit** menu)  
(Click on **Edit** and select **Office Clipboard** to access all that has been copied and/or cut)
- 2) Moving text: highlight desired text by clicking and dragging over the text
  - a) Double click to highlight a single word or triple click to highlight a paragraph
  - b) To move text, click and drag selected text to desired location.
  - c) To copy text, hold the **Ctrl** Key while dragging the selected text, leaving original in place
  - d) OR, **right click** on text, move to desired location; choose option

## Setting margins- set default, too:


- 1) Margins (click on **File** on the Menu Bar and select **Page Setup**)
  - a) Adjust top and bottom margins
  - b) Adjust right and left side margins
  - c) Click **OK**
- 2) Orientation
  - a) Click on icon to choose Portrait or Landscape
  - b) Click **OK**



## Various views of your document:

- 1) Click on **View** on the Menu Bar and select desired view
  - a) **Normal** - pages run together on continuous document....dotted lines denote breaks
  - b) **Print Layout** - pages are separated, showing actual paper edges



## Line spacing:

- 1) Highlight lines to alter the spacing, OR, hold down the **Ctrl** Key and touch **A** to select entire document
- 2) Click on **Format** on the menu bar and select **Paragraph**
- 3) Click on **Indents and Spacing** tab
- 4) Click on the word **Single** below **Spacing**, and select desired spacing
- 5) *Option:* click down arrow next to the **Line Spacing** icon on toolbar and select desired spacing 



## Spell & Grammar Check with Options:

### 1) Spell Check

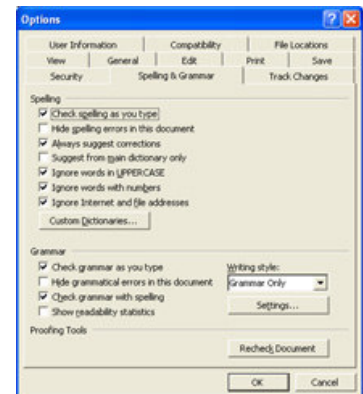
- a) Red squiggly line under a word indicates a misspelled word (according to the WORD dictionary)
  - i) Right click on the word with the red squiggly line
  - ii) Select a suggested spelling for the word, or highlight the word and enter the correct spelling
- b) Check spelling of a single word
  - i) Drag over word, or double click on word to highlight
  - ii) Click on **Tools** on the Menu Bar and select **Spelling and Grammar...**, OR 
  - iii) Click on the **ABC-√** icon on the toolbar
- c) Check spelling of a paragraph
  - i) Drag over the paragraph, or triple click on paragraph to highlight
  - ii) Click on **Tools** on the Menu Bar and select **Spelling and Grammar...**, or
  - iii) Click on the **ABC-√** icon on the toolbar 

### 2) Grammar Check

- a) Green squiggly line under a series of words indicates a grammar issue
  - i) Hold down the **Ctrl** key and click on any word with the green squiggly line
  - ii) Select a suggested grammar fix for these words, or make any revision
- b) Check grammar for a section or entire document
  - i) Highlight the section to be checked
  - ii) Click on **Tools** on the Menu Bar and select **Spelling and Grammar...**
  - iii) Make the necessary adjustments and click **OK**

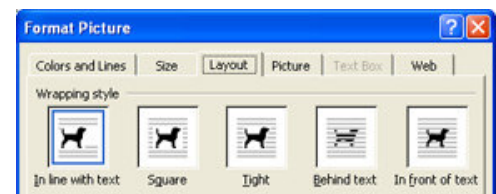
### 3) Modifying spelling and grammar checkers (gets rid of squiggly lines)

- a) Click on **Tools** on the Menu Bar and select **Options**
- b) Click on **Spelling and Grammar** tab
- c) Remove the check besides **Check Spelling as you type** and/or **Check grammar as you type**
- d) Click **OK**



## Insert clip art & word wrap:

- 1) Click on **Insert**, choose **Picture** and select **Clip Art**
- 2) In the **Search text** box that appears at the right side of the window, enter a topic
- 3) Click **Search**
- 4) Click and drag desired image to place it into document
- 5) From document, double click on image to format
- 6) Click on the **Layout** tab, then on dog image of choice
- 7) Click **OK**
- 8) Move the picture as desired.








## Inserting page numbers:

- 1) Click on **Insert** and select **Page Numbers...**
- 2) Select the desired position and alignment
- 3) For further options, click on **Format...**
- 4) Click **OK**

## To set tab stops:

Tab stops are used when a specific text alignment location is needed in a document.

-  Left Tab - text is aligned to the left side of the tab
-  Center Tab - text is centered under the tab
-  Right Tab - text is aligned on the right side of the tab
-  Aligned On Tab - text is aligned according to the decimal point

- 1) Select the paragraphs desired for tab stops, or set tabs prior to typing.
- 2) Click icon at the far left of the horizontal ruler until it changes to the type of tab desired 
- 3) Click on the horizontal ruler where tab stop is desired



**Note:** For setting precise measurements for tabs, click **Format** and select **Tabs...**; set desired tabs and click **OK**

## Saving files:

- 1) Click on **File** and select **Save**
- 2) **OR**, click on the **SAVE** icon on the toolbar
- 3) Navigate to the desired location
- 4) Name the file and click **Save**



## Creating outlines and numbered lists:

- 1) Click on the **Numbering** icon on the toolbar 
- 2) Or, click on **Format** on the Menu Bar and select **Bullets and Numbering...**
- 3) Click on **Bulleted**, **Numbered**, or **Outline Numbered** tab and select desired style.
- 4) Select either **Restart numbering** or **Continue Previous List**.
- 5) Click **OK**.
- 6) Click on **Tab** key or use the Decrease or Increase Indent toolbar buttons. 

## Previewing & printing your document:

- 1) Click on **File** and select **Print Preview**
- 2) OR, click on the **Preview** toolbar button.
- 3) Click the **Printer** toolbar icon to print.



## Using Help:

- 1) Click on **Help** on the Menu Bar and select **Microsoft Office Word Help**.
- 2) Enter desired question and click **Search**.
- 3) Or, enter question in **Type a question for help** box in upper right of window

## Learning More Online:

- 1) From the web, visit <http://office.microsoft.com/home/>
- 2) Under **Products** along left side and click on **Word**
- 3) Explore options like training, templates, popular choices, etc.