

Introduction to Word

skills

- Starting Word
- Exploring the Word Screen
- Creating a Document and Entering Text
- Saving and Closing a Document
- Opening an Existing Document
- Deleting and Inserting Text
- Formatting Text
- Previewing and Printing a Document

Microsoft Word 2002 is the latest edition of Microsoft's powerful word processing software application. It is designed to make the creation of professional-quality documents fast and easy. Word processing software allows you to type the text of a document electronically and edit, move, and stylize that text, even after it has been written. Word processors provide enormous flexibility in how the finished product will appear.

Word's capabilities are not limited to text. As features have been added through the various generations of the program, it has gained the capacity to serve as a desktop publishing tool. Among many other features, Word will let you:

- Copy, move, and change the appearance of text within a document
- Share text and other page elements among documents
- Create documents using ready-made templates
- Add page numbers and footnotes to documents automatically
- Find and correct spelling and grammar errors automatically
- Insert tables, charts, and pictures in your documents
- Request help while you are using the program
- Search for specific instances of text and formatting within a document
- See how your document will appear on paper before printing it

While you work on a document, it is stored in your computer's temporary memory. In order to keep a document permanently so you can work with it again, Word enables you to save it as a file on a storage device such as a floppy disk or hard disk drive. You can use Word to create everything from a one-page business letter to a book containing thousands of pages.

Lesson Goal:

Create a cover letter that will accompany a resume a student is sending in order to apply for a job.

skill





Starting Word

concept

The first step in using the Microsoft Word program, or application, is launching it. The Windows operating system provides a number of ways to launch programs. When you install Word (or **Microsoft Office**, the suite of programs of which Word is a part), a shortcut to the program is placed on the Windows **Start menu** automatically. You can also open Word by locating and running its executable file, named **Winword.exe**, through **My Computer** or **Windows Explorer**.

do it!

Use the Start menu to launch the Microsoft Word application.

1. Turn on your computer and monitor and make sure that any peripheral devices such as your mouse are connected properly. When your edition of the Windows operating system finishes loading, the Windows **desktop** should appear on your screen (you may be asked to provide a user name and password before Windows finishes loading).
2. Click the **Start** button  on the Windows **taskbar** at the bottom of your screen. The Windows Start menu will appear.
3. Move the mouse pointer  up the Start menu to the **Programs** folder. The Programs menu will open beside the Start menu.
4. Move the mouse pointer over to the Programs menu from the Start menu, and rest it over **Microsoft Word**. The program name will be highlighted, as shown in **Figure 1-1**.
 Newer editions of the Windows operating system such as Windows Me use personalized menus, which means that only the items you use most frequently are displayed on a menu when it first opens. If Personalized menus are active on your computer and you do not see Microsoft Word listed on the Programs menu, click the double arrow at the bottom of the menu to display the rest of the program listings.
5. Click the left mouse button once. Word will open with a blank document in the window (see **Figure 1-2**).  If your copy of Word has been used previously, the appearance of the application window may differ from the one shown in the figure.

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Do not be alarmed if your desktop or Start menu do not match the descriptions above or the figures on the next page exactly. With several different versions of Windows and countless software applications available, variances in system configuration are more than likely. Windows itself is highly customizable, so the location or appearance of items such as the taskbar and the desktop are also subject to change. Furthermore, you can customize the way in which you interact with the operating system. For example, you can alter the functionality of the mouse so that tasks that normally require a double-click only require a single click. For the purposes of this book, the term **click** means to press and release the left mouse button quickly. When instructed to **double-click**, you should press and release the left mouse button twice in rapid succession. A **right-click** instruction requires you to press and release the right mouse button once. Finally, **click and drag** means to press and hold the left mouse button down, move the mouse as instructed, and then release the mouse button to complete the action.

Figure 1-1 Opening Word from the Start menu

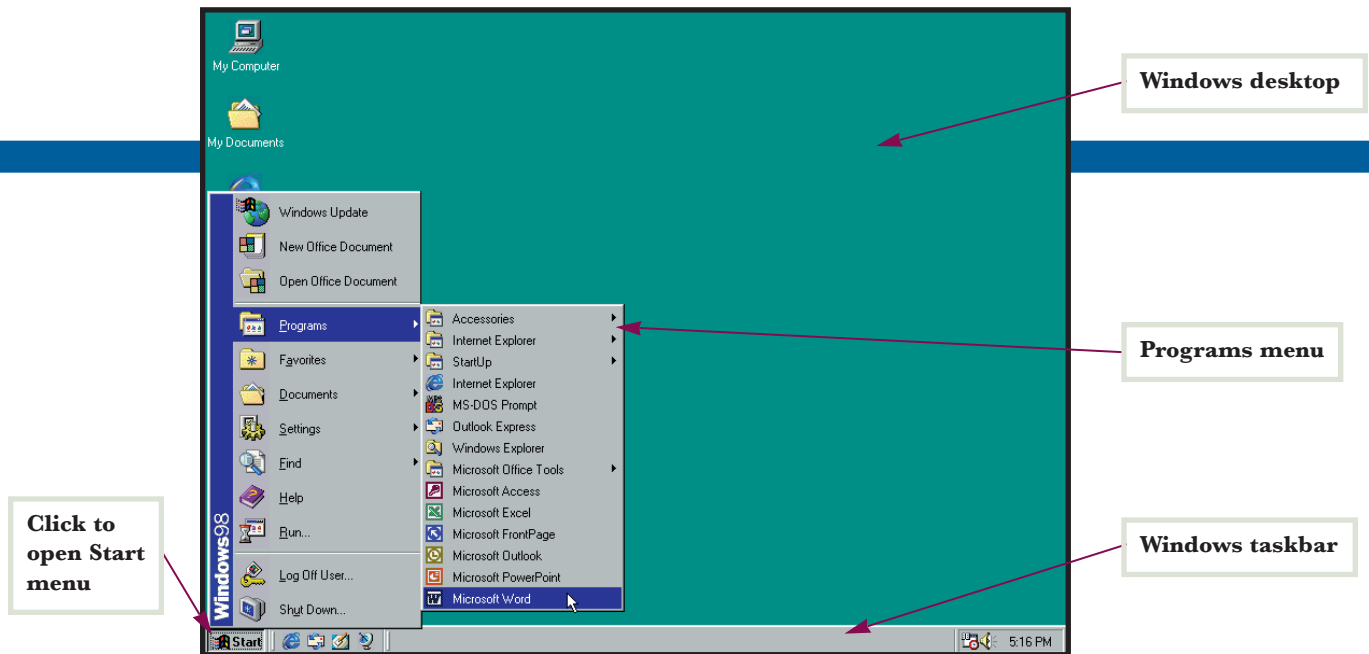
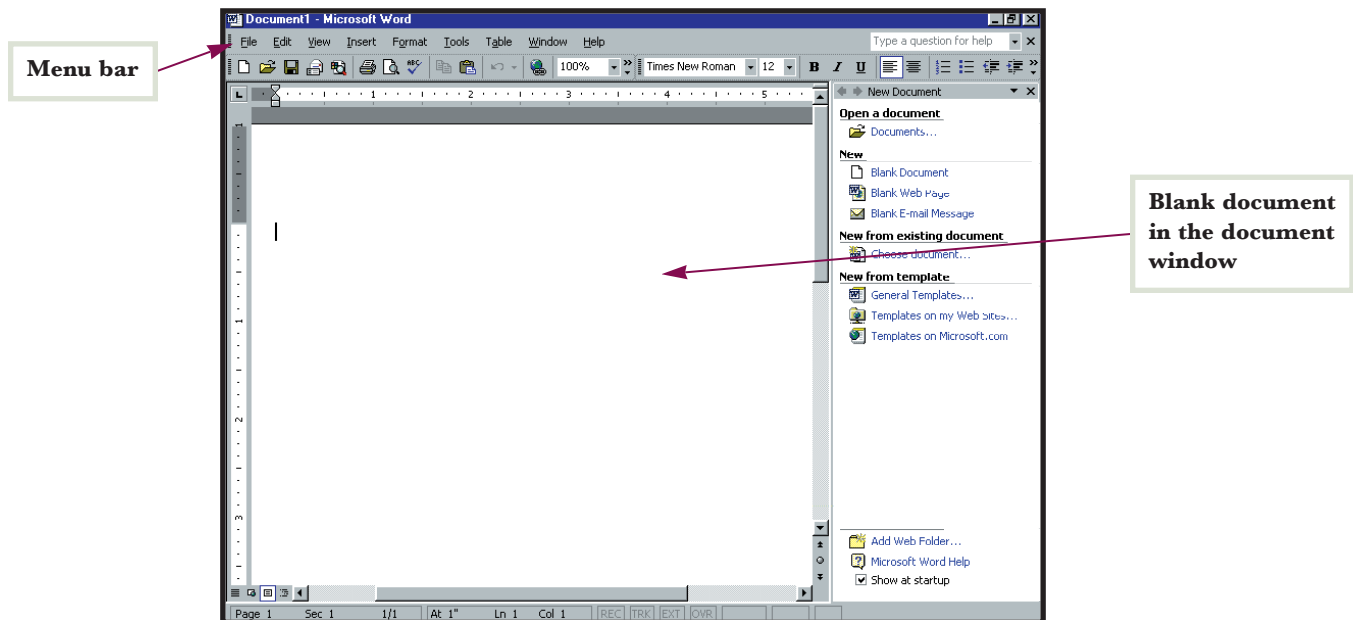


Figure 1-2 Word application window




Practice

Click the **File** menu title on the **Menu bar**. The File menu will drop down below its menu title. Move the mouse pointer down the File menu and click the **Exit** command to close the Word application. If you do not see the Exit command, click the double arrow at the bottom of the menu to expand the menu. When you have successfully exited Word, use the Start menu to open the application again.

skill

Exploring the Word Screen

concept

The Word application window consists of many features that are common to all applications running under the Windows operating system. These include a Title bar, a Menu bar, document and window control buttons, and toolbars. In addition to these items, Word has many unique features that are designed to make document production fast, flexible, and convenient. The main components of the Word window are shown in [Figure 1-3](#) and are described below.  [Figure 1-3](#) displays Word in a maximized window set to [Print Layout View](#) with the [Task Pane](#) open. If your screen does not look like the figure, you can click [View](#) on the Menu bar to access commands that will allow you to switch to Print Layout View and activate the Task Pane.


The [Title bar](#) shows the name of the active document and the name of the application. New documents are named Document1, Document2, etc., until they are saved with a new name.

The [Menu bar](#) displays the titles of the menus containing Word commands. Clicking one of these titles will make its menu appear, listing the commands from which you can choose. Word 2002 uses personalized menus by default, so only a few commands may appear when you first open a menu. These are the commands that have been deemed most popular by the designers of the software. If you do not click one of the available commands, the menu will expand after a few seconds to reveal more commands. You can expedite this expansion by clicking the double arrow at the bottom of the menu or by clicking the menu title again. Alternatively, double-click the menu title to open the full menu right away. As you use Word more and more, the program learns which commands you use most often. These commands will then be the first to appear when you open a menu.

The [Standard toolbar](#) contains buttons that serve as shortcuts to commonly used commands. When you rest the mouse pointer over a button, a [ScreenTip](#) that describes the button's function appears. The [Formatting toolbar](#) contains the [Font](#) and [Font Size](#) boxes along with many other options for formatting text and inserted objects. Overall, Word provides numerous other toolbars to help you complete your tasks. Some of these toolbars will appear automatically when you execute certain commands. You can activate any toolbar manually by opening the [View](#) menu, highlighting the [Toolbars](#) command, and then clicking the name of the toolbar you want to display on the [Toolbars](#) submenu. You hide an active toolbar by clicking its name again on the submenu. You may also click and drag toolbars to change their order, or click and drag them to other locations in the window.

In [Print Layout View](#), the document window includes both a [horizontal ruler](#) and a [vertical ruler](#). The rulers enable you to keep track of your position on the page and view and change the locations of items such as page margins, indents, tabs, columns, and table gridlines.

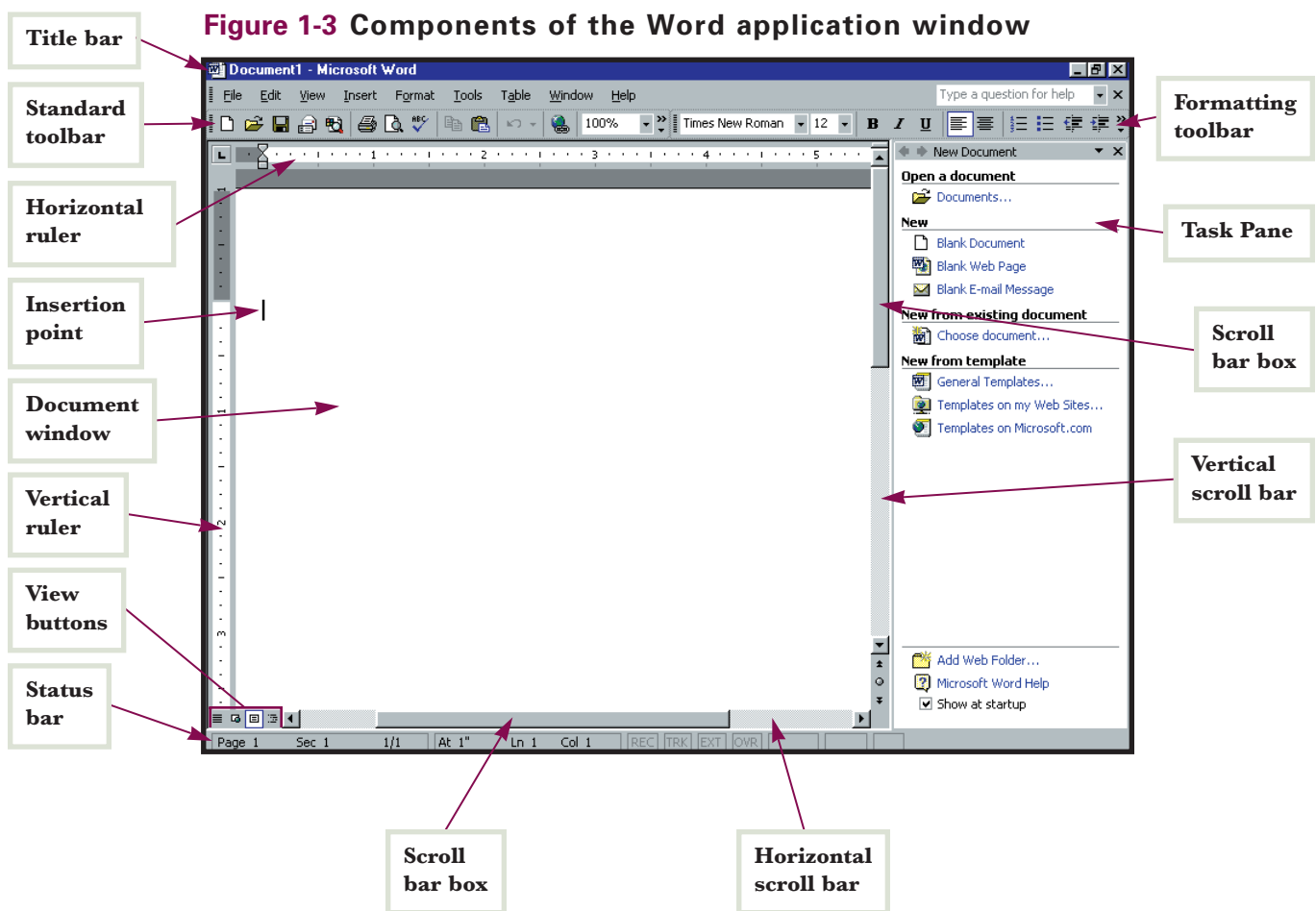
The [insertion point](#) is the blinking vertical bar that marks the place where text will appear when it is entered, or where an object will be placed when it is inserted.

The [document window](#) is the open space in which your document appears. When the mouse pointer is within the borders of the document it changes from the standard pointing arrow to an [I-beam](#)  so you can position it in text more accurately.

The [Task Pane](#), which occupies the right side of the application window in the default setup, is a new feature. It helps you organize your most important Word tasks in a single location. The content of the Task Pane changes depending on the actions you are performing. For example, there are different Task Panes for searching, formatting, and opening documents.

In the current view, a **vertical scroll bar** appears on the right side of the document window, and a **horizontal scroll bar** is found at the bottom of the window. The position of the scroll bar boxes within the scroll bars indicates where the visible text is located in relation to the portions of the document that are not currently visible on the screen. Clicking the scroll arrows at the ends of the scroll bars advances the document in small increments. Clicking in the scroll bar itself, above or below the scroll bar box, advances the document in larger increments. You can also click and drag the scroll box within the scroll bar to move substantial distances in a document (such as several pages at once).

The **Status bar** at the bottom of the application window provides feedback about your current activity in Word. The left most section tells you what page and section of your document is currently displayed in the document window. It also indicates the total number of pages in the document. The next section shows the distance the insertion point is from the top of the page and its position on the page in terms of Line and Column number. The third portion of the Status bar is reserved for showing whether certain Word modes such as **Overtyping** and **Track Changes** are active.



Practice

As shown in the figure above, the Standard and Formatting toolbars are arranged in a single row by default. This setting gives you more screen space for your document, but limits the number of buttons you can see on each of the toolbars. The double arrow pointing to the right at the end of the toolbar indicates that more buttons are available. The downward-pointing arrow indicates that a menu will appear if you click the arrows. Click a set of arrows and then click **Show Buttons on Two Rows**. The Formatting toolbar will move below the Standard toolbar so you have a better view of both toolbars.

skill

Creating a Document and Entering Text




concept

Data that you enter in Word becomes part of an electronic file also known as a **document**. You must have a document open in order to begin word processing. When you open the Word application, a new blank document appears in the document window automatically. In Print Layout View, the document is designed to look like an actual piece of paper.

do it!

Type a name and address in a new Word document to begin a letter.


1. Assuming you have already opened Word, a new document should be in the document window with Document1 in the Title bar. You can also create a new document when Word is running by clicking the **New Blank Document** button  on the Standard toolbar.
2. Use the keyboard to type the following text, pressing [Enter] after each line as indicated:

Sabrina Lee [Enter]
12 Oakleigh Ave. [Enter]
Indianapolis, IN 46202 [Enter]

3. The text will appear at the insertion point as you are typing it. When you are finished, your document should look like [Figure 1-4](#).
4. Leave the document open for use in the next Skill.

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In this exercise, you pressed [Enter] after each line of text to begin a new one because an address consists of short, distinct lines. When typing a document that does not require abbreviated lines, you do not have to press [Enter] to begin a new line. Word uses a feature known as **Word Wrap** to continue the text on the next line when you run out of space on the current line. When a word is too long to fit on the current line, it is placed at the beginning of the line below, allowing you to type without interruptions or guesswork.

You may have noticed that some words have wavy red lines or purple dots beneath them. The wavy red lines indicate that Word's Automatic Spell Checking feature is active, and the underlined words are not recognized by Word's dictionary. You will learn how to spell check later in this book. Purple dots below a word or phrase indicate a **Smart Tag**. In this example, Word has recognized "12 Oakleigh Ave." as an address. If you place the I-beam mouse pointer over the purple underline, a Smart Tag button  will appear. When you click the Smart Tag button, a menu containing commands related specifically to working with addresses will appear. Smart Tags will appear in a variety of circumstances, including when you type names, dates, Web addresses, and e-mail addresses. In each case, you can access a context-sensitive menu by clicking the smart tag button, giving you control over operations in Word that usually involve using another program such as an address book or e-mail client.


In addition to launching Word or clicking a toolbar button, you can create a new document by clicking **Blank Document** in the **New** section of the **New Document Task Pane** (see [Figure 1-5](#)). From the Task Pane, you can also create new documents from existing ones and new documents from templates. For now, you will learn to use general blank documents. Other types of documents and methods of document creation will be covered in later lessons. Some commands have shortcut key combinations associated with them. Pressing these key combinations on the keyboard is the same as executing the command from a toolbar or from the Task Pane. For example, the keyboard shortcut **[Ctrl]+[N]** creates a new document.  If your Task Pane is hidden, clicking the **New** command on the File menu will open the New Document Task Pane.

Figure 1-4 Entering Text in Word

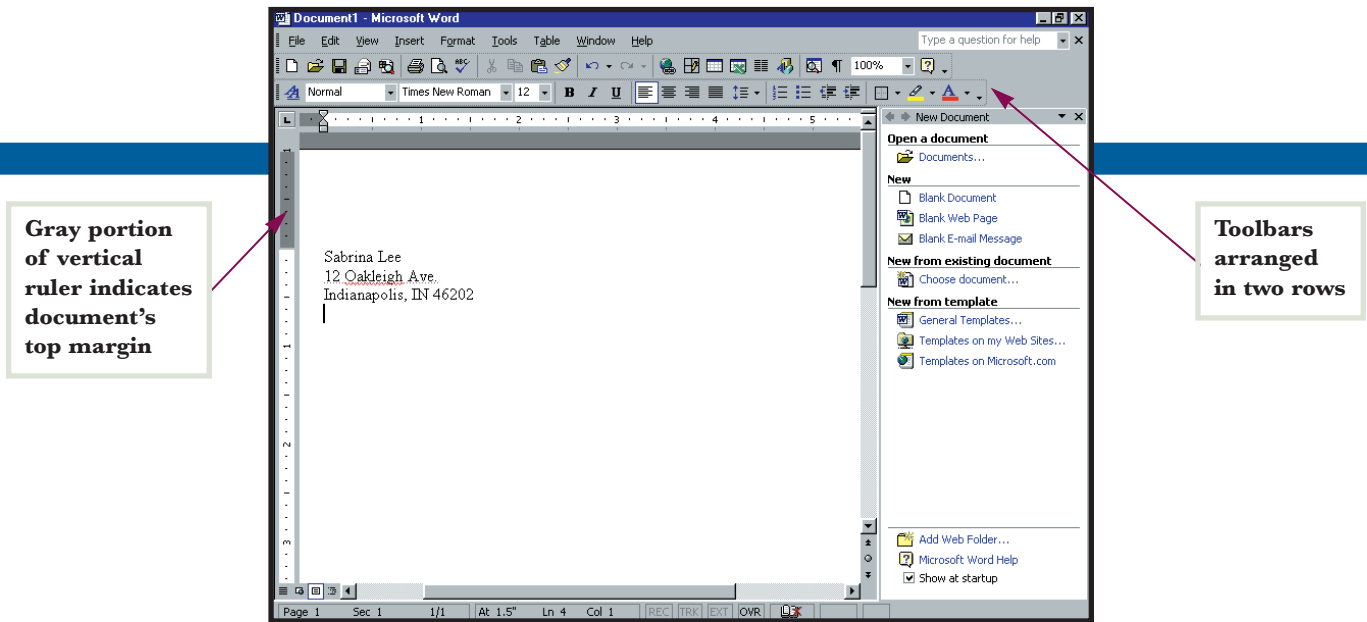
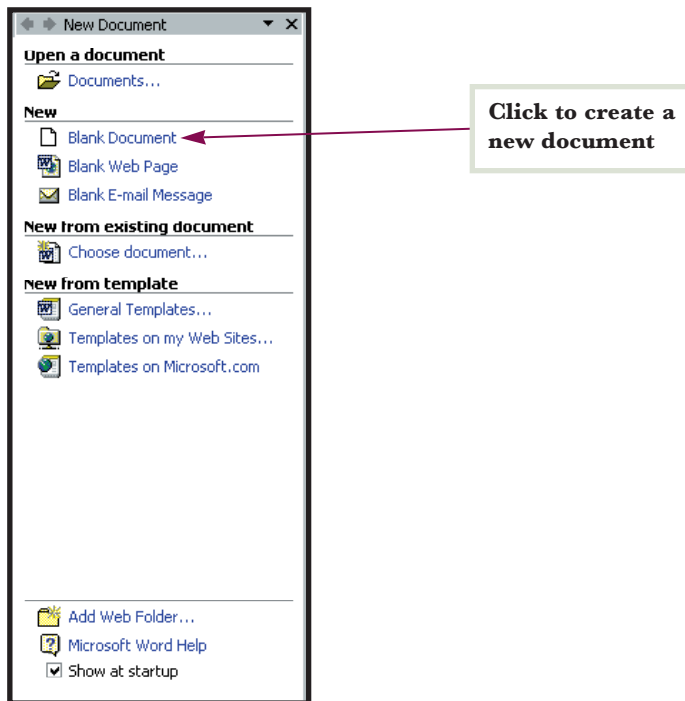




Figure 1-5 New Document Task Pane



Practice

Click the New Blank Document button  on the Standard toolbar. A new document will open in its own Word window. Type your name and address in the new document as if you were writing a letter. When you are done, click the Document Close button  on the right end of the Menu bar to remove this practice document from the screen. When Word asks if you would like to save the document, click the button labeled **No**.

skill

Saving and Closing a Document





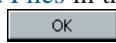





concept

It is essential to **save** documents by giving them unique names and locations on a storage device such as a floppy disk or hard disk. Otherwise, your work will be lost when you exit Word. It is also a good idea to save documents periodically as you work on them to minimize the amount of data lost due to power or computer failures. **Closing** a document removes it from the screen and “files it away” so you can retrieve it and continue working with it later. You can close individual documents and still leave Word running so you can work on other documents.







do it!

Save the name and address you typed in the previous Skill as a file and then close the file.

1. You should still have the name and address you typed in the previous Skill on your screen. Click **File**, then click **Save As** to open the Save As dialog box.  When you are saving a document for the first time, the Save As dialog box will appear regardless of whether you have chosen the **Save** command or the Save As command. The Save As dialog box allows you to provide a file with a particular file name and select the location where the file will be saved. Once a file has been saved, the Save and Save As commands have different functions. Using the Save command or the Save button  on the Standard toolbar will overwrite the old version of the file with the current version, without opening a dialog box. Using the Save As command will open the Save As dialog box, allowing you to save another version of the file with either a new file name, a new storage location, or both.
2. When the Save As dialog box opens, Word provides a suggested file name based on the initial text you have typed in the document. This default name is highlighted in the **File name** box, so you can replace it simply by typing a new name. Type **Address.doc** to replace the default file name.  **.doc** is the file extension for Word documents. A file extension identifies a file as a certain type and associates the file with a specific program.
3. Word’s default storage location is your computer’s My Documents folder, which you can see selected near the top of the dialog box in the **Save in** drop-down list box. You can select a different location by clicking the Save in box to open its drop-down list, or by clicking one of the buttons on the Places bar on the left side of the dialog box. (For example, if you are to save your files on a floppy disk instead of the hard drive, insert the disk, open the Save in drop-down list, and click **3½ Floppy (A:)** before continuing.) You also can create new folders for your documents. Click the **Create New Folder** button  to the right of the Save in box. The New Folder dialog box appears, as shown in [Figure 1-6](#).
4. Type **Word Files** in the **Name** text box as the name of the new folder, and then click the **OK** button . The folder is created and selected immediately in the Save in box. The dialog box should now look like [Figure 1-7](#).  The folder you just created is a subfolder of the My Documents folder, since that folder was selected in the Save in box when you clicked the Create New Folder button.
5. Click the **Save** button  in the bottom-right corner of the dialog box to save the Address.doc file in the Word Files folder. The dialog box will close and the document remains on the screen. Notice that the file name you provided in the Save As dialog box now appears in the Title bar.
6. Click the **Close** button  on the right end of the Menu bar to close the active document, Address.doc, but leave the Word application running.

more

If you modify a document and do not save the changes before you close it, Word will open a dialog box that asks you if you want to save the changes. If you do not save, any changes you have made since the last time you saved the document will be lost when the document closes.

You have probably noticed that there are two similar-looking Close buttons in the upper-right corner of the Word window. The lower Close button  (as it appears with the mouse pointer resting over it), which sits by itself on the right end of the Menu bar, is used for closing the active document. The upper Close button , located on the Title bar, closes the application itself. If you have documents with unsaved changes open when you click the application Close button, you will be prompted to save the changes. Next to the application Close button are two buttons that help you control the size of the application window. Clicking the **Minimize** button  hides the window from view, leaving only its program button on the taskbar. The middle button changes depending on the current size of the window. When the window is maximized, you will see the **Restore** button  which reduces the window to its last smaller size. When the window is reduced, you will see the **Maximize** button , which increases the size of the window so that it fills the screen. You can also access window control commands by clicking the **Word Control** menu icon  on the left end of the Title bar.

Word 2002

Figure 1-6 New Folder dialog box

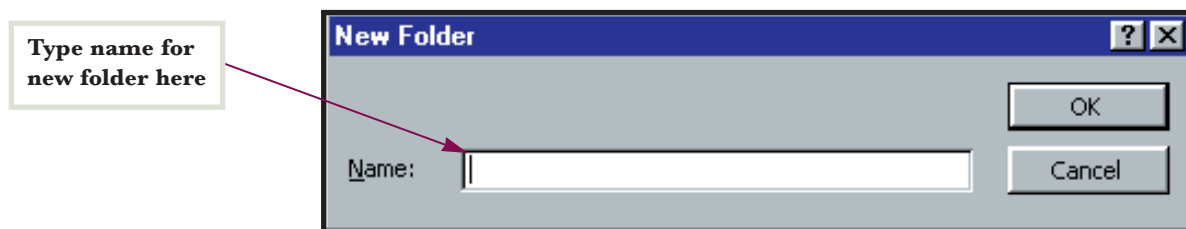
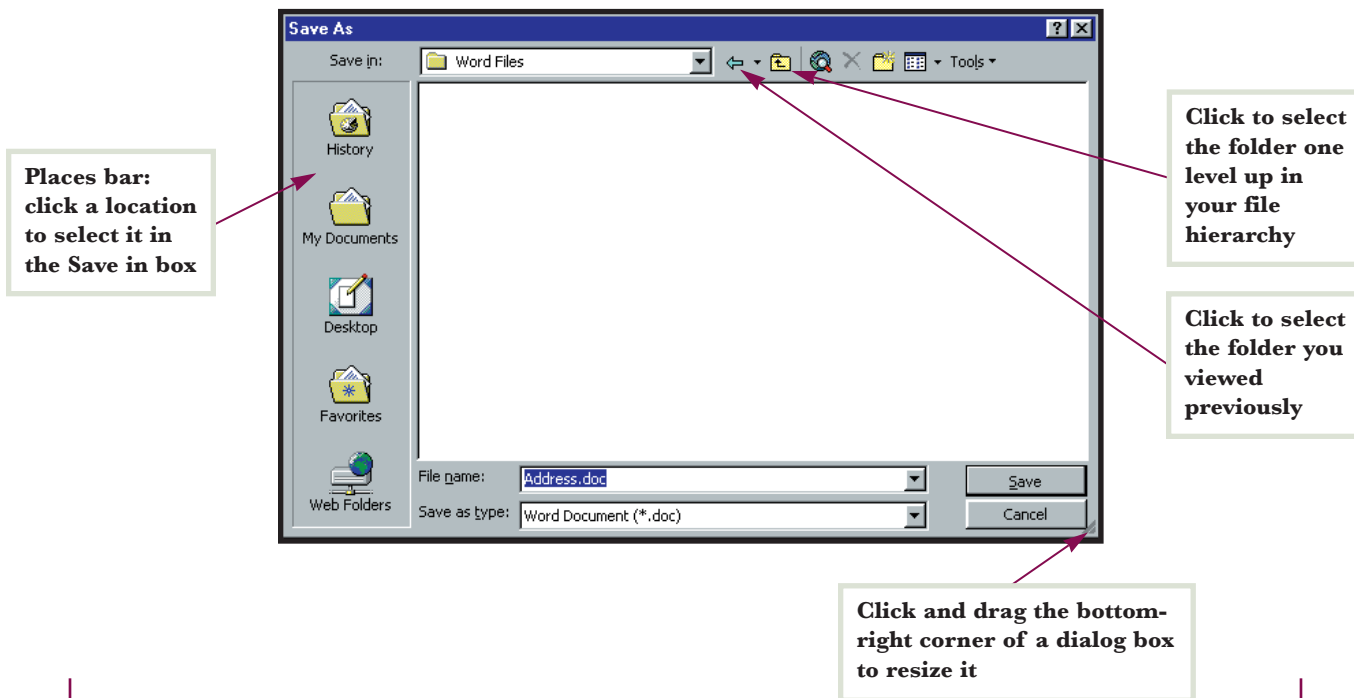


Figure 1-7 Save As dialog box



Practice

Open a new document and type a short paragraph about how learning Word will be helpful to you. When you are finished writing, save the document in your Word Files folder using the file name **Saving and Closing.doc**. Then close the document but leave Word open.

skill






Opening an Existing Document

concept

To view or edit a document that has been saved and closed previously, you must open the document from the location in which it was stored. Since Word documents are associated with the Word application by the .doc file extension in their file names, you can double-click a Word document in My Computer or Windows Explorer and Word will launch automatically. However, if you are already working in Word, you can open Word files from directly within the application. If the Student Files that accompany this book have been distributed to you on a floppy disk, make sure you have inserted the disk in your floppy drive for this Skill.

do it!

Open an existing Word document that was previously saved on a floppy disk or hard disk.

1. With the Word application running, click the **Open** button  on the Standard toolbar. The Open dialog box will appear. The Open dialog is constructed very similarly to the Save As dialog box you saw in the previous Skill.  You also can access the Open dialog box by clicking **File** on the Menu bar and then clicking the **Open** command on the File menu.
2. Click the **Look in** drop-down list box. A list of locations available on your computer will appear, as shown in [Figure 1-8](#).
3. If your Student Files are stored on a floppy disk, click **3½ Floppy (A:)** on the drop-down list to select your floppy disk drive. If your Student Files are stored on a local or network drive, ask your instructor for the name of the location you should select.
4. If your Student Files are stored in a folder on your floppy disk or hard disk, you will need to double-click that folder to display its contents in the dialog box's Contents window. Otherwise, you should already see a list of files in the Contents window. Click the file named **wddoit1-5.doc** to select it.  It is possible that your computer is set to hide file extensions of known file types, in which case you will see a file named **wddoit1-5**.
5. Click the **Open** button  in the bottom-right corner of the dialog box. The Word file wddoit1-5 will appear in the document window.
6. Click  on the right end of the Menu bar to close the document.

more

Word can open a variety of file types in addition to the standard Word document (.doc). Which files appear in the Open dialog box depends on the setting in the [Files of type](#) box. To ensure that you are seeing all the files that are stored in the selected directory, click the Files of type box and select the **All Files (*.*)** setting. If you only want to view Word documents, select the **Word Documents (*.doc)** setting.

If you click the arrow on the right edge of the Open button in the Open dialog box, menu appears that offers commands for opening a document in a specific manner. If you select **Open Read-Only**, Word will not allow any permanent changes to be made to the document during that particular work session unless you use Save As to save the document as a new file. Otherwise, you can edit the text on your screen and print, but you will not be able to save the changes. The **Open as Copy** command creates a new copy of your document, allowing you to keep the old version and edit the new one. The **Open in Browser** command becomes active when you have selected an HTML document in the Contents window. Executing this command enables you to view the document with your default Web browser instead of Word. Finally, use the **Open and Repair** command to open and recover a document that has been damaged by a program, system, or power failure.


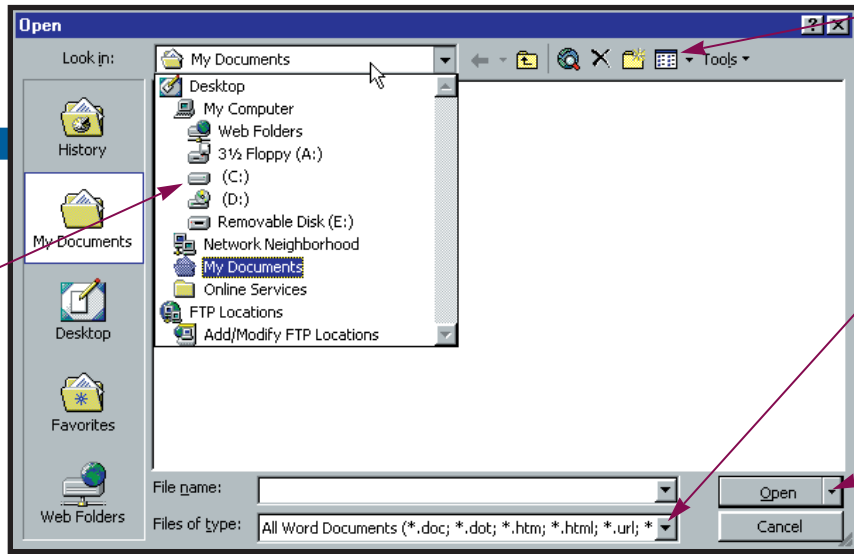
 Files that you have worked with recently appear at the bottom of the File menu and on the Task Pane so you can open them without having to go through the Open dialog box (see [Figure 1-9](#)).

Figure 1-8 Open dialog box



Click a drive, folder, or other location to view its contents

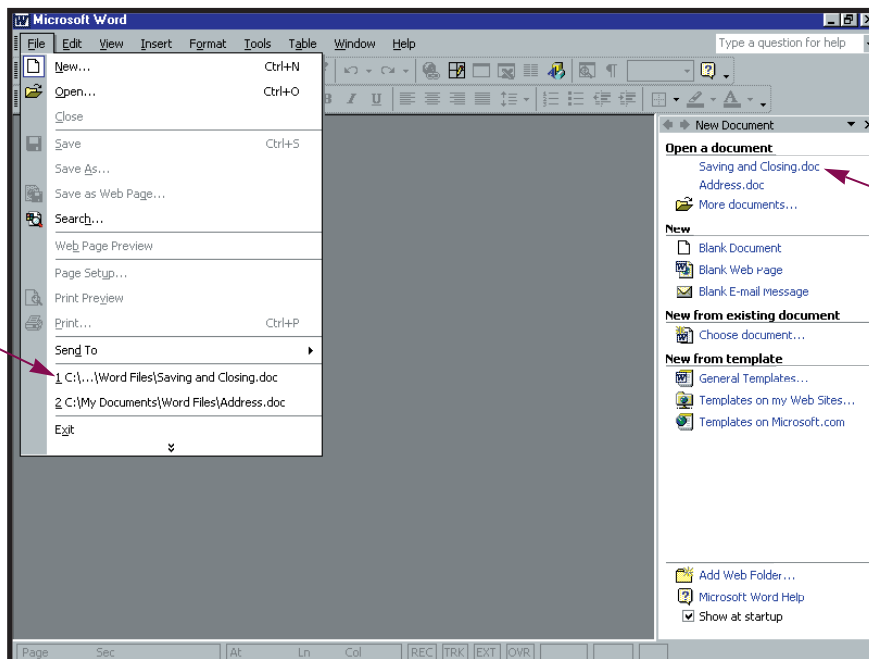
Click Views button to change the manner in which files are listed

Click to choose a different file type to display

Click arrow to reveal additional Open options

Word 2002

Figure 1-9 Opening recent documents



Names of recent files appear as commands; click file name to open file

Recent files also appear on Task Pane; click file name to open



Practice

To practice opening a document, open the Student File named **wdprac1-5.doc**. Type a few sentences explaining the steps you used to open the file. Then use the Save As command to save the file in your Word Files folder using the name **mywdprac1-5.doc** (if you have been instructed to use only floppy disks, create a new Word Files folder on a floppy disk). Close the file and leave Word running when you are done.

skill

Deleting and Inserting Text






concept

One of the fundamental advantages of word processing is the ease with which it enables you to change content that has been entered previously. Word makes it easy to edit, replace, or delete unwanted or inaccurate text. Editing skills are crucial for updating older documents and making revisions that will turn your rough drafts into final drafts.


do it!

Modify text in an existing document.

1. Open the Student File [wddoit1-6.doc](#).  In the Open dialog box, you can open a file by double-clicking it instead of clicking it once and then clicking the Open button.
2. Move the I-beam mouse pointer to the immediate right of the abbreviation [Ave.](#) in the second line of the address at the top of the document. Click to place the insertion point at the end of the line.
3. Press [\[Backspace\]](#) on the keyboard once to erase the period.
4. Type [nue](#) to complete the word [Avenue](#).
5. Click between the [two](#) and the [three](#) in the date [January 23, 2002](#) to place the insertion point between the two numbers.
6. Press the [\[Delete\]](#) key on the keyboard to erase the number three.
7. Type the number [4](#) on the keyboard to complete the date change. The document should now look like the one shown in [Figure 1-10](#).
8. Save the file in your Word Files folder using the file name [Deleting and Inserting.doc](#).
9. Close the file.

 If you make a mistake while working in Word, you can reverse your last action by clicking the [Undo](#) button  on the Standard toolbar. Click the arrow next to the Undo button to open a menu that lists all of your previous actions, allowing you to undo multiple actions at once (see [Figure 1-11](#)).

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As you just saw, the [\[Backspace\]](#) key (some keyboards spell it Back Space and some only use a left-pointing arrow) erases the character immediately to the left of the insertion point. The [\[Delete\]](#) key erases the character to the right of the insertion point. Word inserts text at the insertion point; that is, it moves nearby text to the right instead of typing over it. To type over existing text so that it disappears instead of moving, double-click the [Overtyp](#)e button  on the Status bar to enter Overtyp mode. Just remember that any text to the right of the insertion point will be deleted as you type. Double-click the Overtyp button again to deactivate Overtyp mode.

You can move the insertion point one character at a time to the left or right and one line at a time up or down with the arrow keys on the keyboard. This is especially helpful when you are moving the insertion point only a short distance. Additional ways to move the insertion point using the keyboard are shown in [Table 1-1](#). If you will be using the [\[Home\]](#), [\[End\]](#), [\[Pg Up\]](#), and [\[Pg Dn\]](#) keys on the numeric keypad, as required for some of the movement techniques described in the table, make sure that [Num Lock](#) is disabled. Many keyboards now include separate keys for these functions.

Figure 1-10 Document after editing

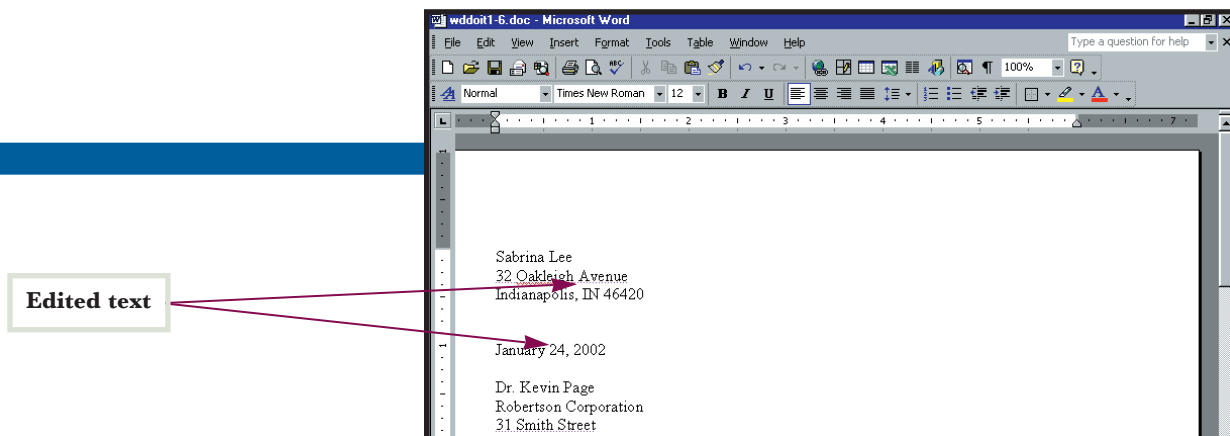


Figure 1-11 Undoing multiple actions

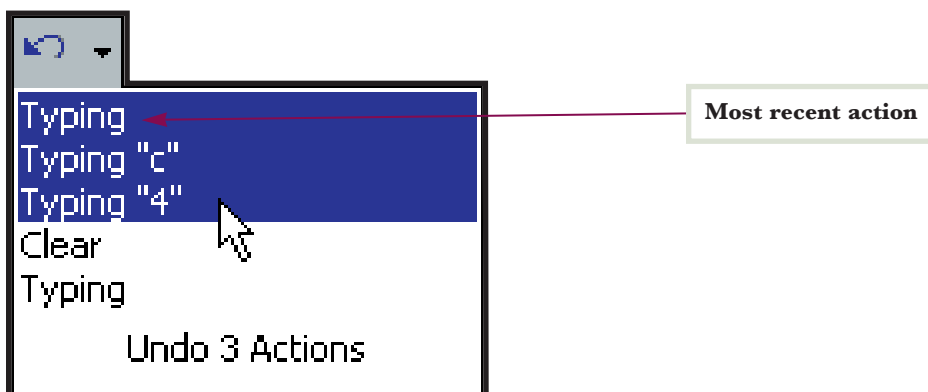


Table 1-1 Moving the insertion point with the keyboard

To Move the Insertion Point	Press
Left or right one word	[Ctrl]+[←] or [Ctrl]+[→]
Up or down one paragraph	[Ctrl]+[↑] or [Ctrl]+[↓]
Up or down one screen	[Pg Up] or [Pg Dn]
To the beginning or end of a line	[Home] or [End]
To the beginning or end of a document	[Ctrl]+[Home] or [Ctrl]+[End]



Practice

To practice inserting and deleting text, open the Student File [wdprac1-6.doc](#) and follow the instructions given in the file. When you are finished, save the file in your Word Files folder as [mywdprac1-6.doc](#) and close the file.

skill

Formatting Text







concept





Word enables you to change the font (typeface), font size, text style, and text alignment easily in a document, as well as many other text and document characteristics. Formatting text serves to improve the presentation of your document. You can format text for both stylistic and organizational purposes.

do it!

Apply bold formatting to text in a letter and change the font size of the document.

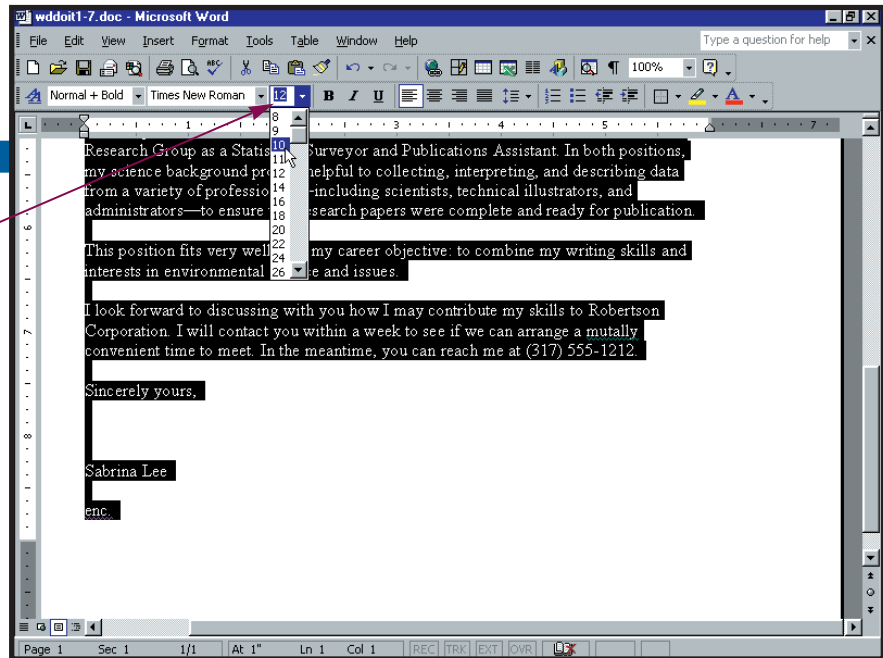
1. Open the Student File [wddoit1-7.doc](#).
2. Select [Assistant to the Director of Public Relations](#) in the first paragraph of the letter by clicking before the [A](#) and dragging (moving the mouse with the left mouse button held down) to the end of [Relations](#) (release the mouse button). Do not select the period. The selected text will be white on a black background.
3. Click the **Bold** button  on the Formatting toolbar. The letters in the job title will be set in a heavier text style.
4. Deselect the text by clicking once anywhere in the document window.
5. Select the entire document by clicking before the [S](#) in Sabrina at the top of the letter and dragging down to the last line (release the mouse button after the period in [enc.](#)).  You also can select an entire document by pressing the keyboard shortcut [\[Ctrl\]+\[A\]](#).
6. Click the **Font Size** arrow  on the Formatting toolbar. A list of font sizes will appear. Click [10](#), as shown in [Figure 1-12](#). The document text decreases in size.
7. Click the **Font** arrow  [Times New Roman](#), and then click the font named [Arial](#) on the drop-down list (you may have to scroll up the list of fonts). The typeface of the document changes to the Arial font.
8. Deselect the text as you did above and scroll to the top of the document.
9. Save the document in your Word Files folder as [Formatting Text.doc](#) and close it.

more

The Formatting toolbar allows you to change numerous text attributes. **Font**, or typeface, refers to the actual shape of each individual character as it appears on the screen or in a printed document. **Font size** is usually measured in points, with 72 points being equivalent to one inch. As an example, the text in a newspaper is generally 10-point type. Other Formatting toolbar options include **Italic** , **Underline** , **Font Color** , and **Highlight** . The Font Color and Highlight buttons are always loaded with a color, which is indicated as part of the button icon. Clicking the buttons applies the formatting with the loaded color. Clicking the arrow next to the buttons opens a color palette, enabling you to select a different color. Another formatting option, **Alignment**, refers to the manner in which text follows the margins of your document (see [Figure 1-13](#)). Like the Italic, Underline, and Bold buttons, the Alignment buttons are toggle buttons, meaning you can apply and remove their formatting by clicking the same button.

Knowing how to format text for maximum effect is an essential skill that will make your documents appear crisp and professional. Notice how formatting is used on this page: different fonts and font sizes are used for headings and subject matter and important terms are colored for added emphasis. As you saw above, you must select items before you can format them. Note that you also can select an entire document by opening the **Edit** menu and clicking the **Select All** command. You can align an entire paragraph simply by placing the insertion point inside the paragraph before clicking the desired alignment button.

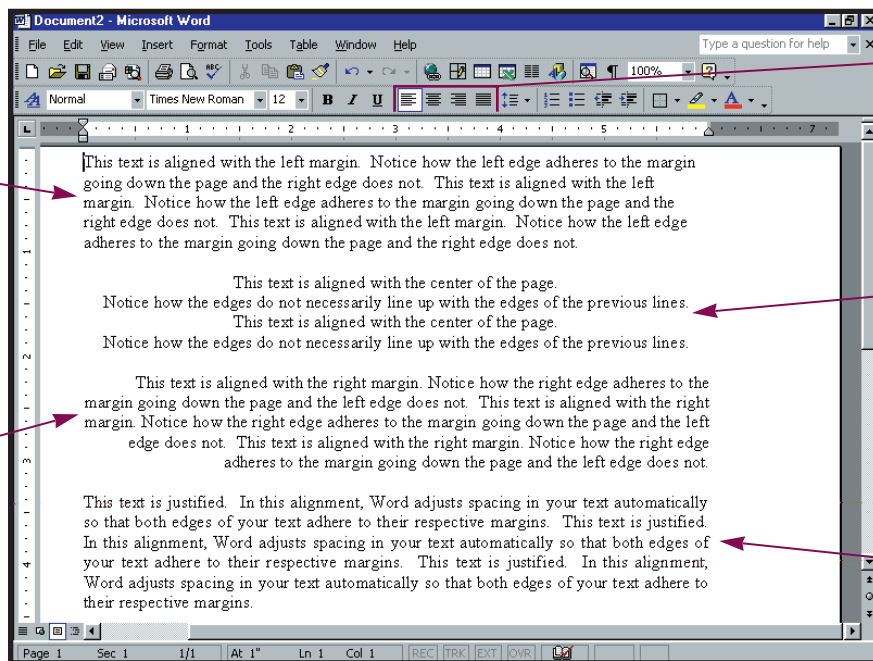
Figure 1-12 Changing font size



You also may click in the Font Size box, type a font size, and press [Enter] to apply it

Word 2002

Figure 1-13 Text alignment



Aligned left: text is flush with the left margin and ragged on the right

Aligned right: text is flush with the right margin and ragged on the left

Text alignment buttons

Centered: text is placed evenly between the two margins

Justified: words are spaced evenly so text is flush with both margins



Practice

To practice formatting text, open the Student File [wdprac1-7.doc](#) and follow the instructions given in the file. When you have completed the exercise, save the file in your Word Files folder as [mywdprac1-7.doc](#). Then close the file.

skill

Previewing and Printing a Document









concept

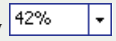
While today's classrooms and offices are relying more and more on electronic documents, many people still prefer to work with hard copies (paper printouts) out of their documents. If your computer is properly connected to a printer, you can print a paper copy of a document with a click of a button. Or, if you desire more flexibility in printing, Word provides comprehensive printing options, including a Print Preview that allows you to see the document as it will appear when printed.


do it!

Preview and print a document.

1. Open the Student File [wddoit1-8.doc](#).
2. Click the **Print Preview** button  on the Standard toolbar. The open document will appear in Preview mode. The reduced size of the document allows you to view how your text is arranged on the page.
3. Move the mouse pointer over the upper-left corner of the document. The pointer should appear as the **Magnifier** tool, as shown in [Figure 1-14](#). If the Magnifier tool is not present, click the Magnifier button  on the Print Preview toolbar.
4. Click the upper-left corner of the document with the Magnifier tool. The preview will zoom in to 100% so you can see the document at its normal size. Notice that the Magnifier tool now contains a minus symbol instead of a plus symbol. Click again to zoom back out.
5. Click the **Close** button  on the Print Preview toolbar to return to the regular document window.
6. Click **File** on the Menu bar, then click the **Print** command. The Print dialog box appears, as shown in [Figure 1-15](#).
7. Click the **OK** button  to print the document with the default print settings.  Clicking the **Print** button  on the Standard toolbar skips the dialog box and prints using the default print settings automatically.
8. Close the document. You do not need to save it.

more

For more precise control over your view in Print Preview mode, click the **Zoom** box arrow  to open a list of magnification percentages. Then click a percentage on the drop-down list. The percentages are based on 100% being the actual size of the document. To select a Zoom percentage that is not on the list, click the current value in the Zoom box, type a new percentage, and press **[Enter]** on the keyboard.

To edit a document while in Print Preview mode, click the Magnifier button  to toggle it off. The mouse pointer will change to an I-beam. You then can enter and edit text as you normally would.



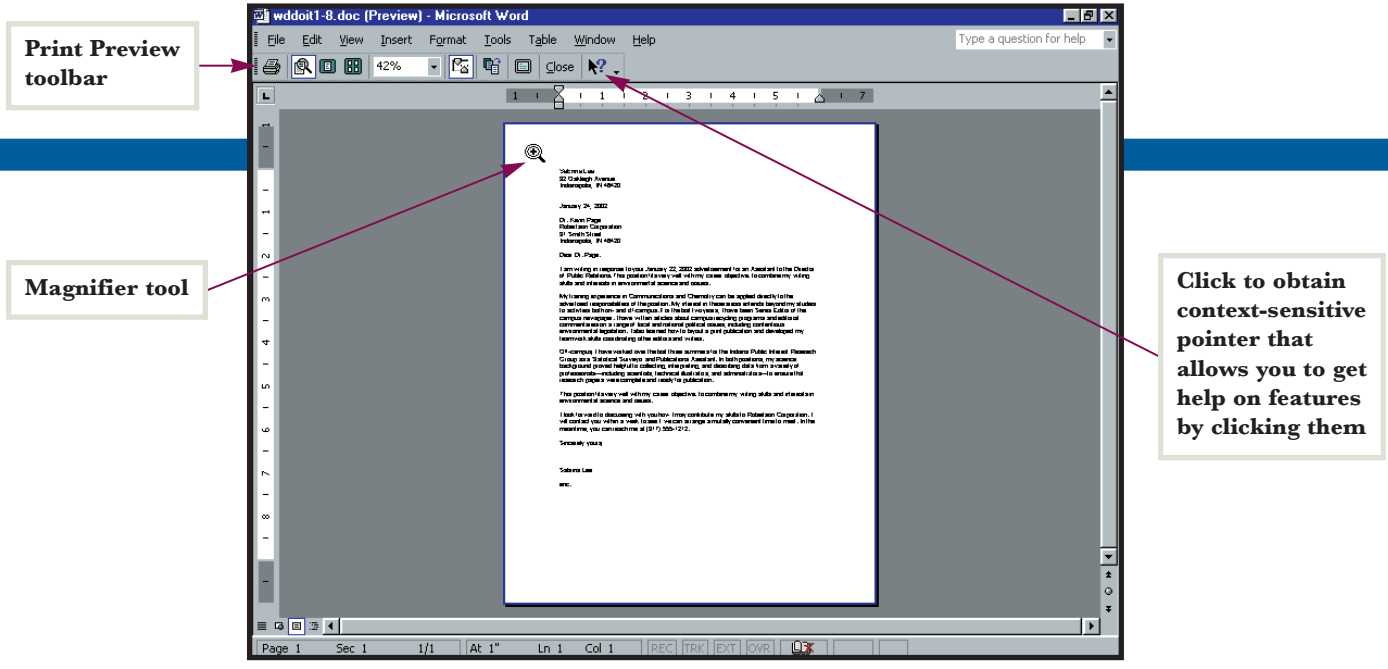
While Print Layout View affords you many of the same advantages as Print Preview mode, Print Preview includes some very useful and unique features. For example, you can choose to view multiple pages of a document on the same screen by clicking the **Multiple Pages** button  on the Print Preview toolbar. You also can reduce by one the number of pages in a document by clicking the **Shrink to Fit** button  so that a small portion of text is not left alone on one page. Word accomplishes this reduction by decreasing the font sizes used in the document.

Figure 1-14 Print Preview mode

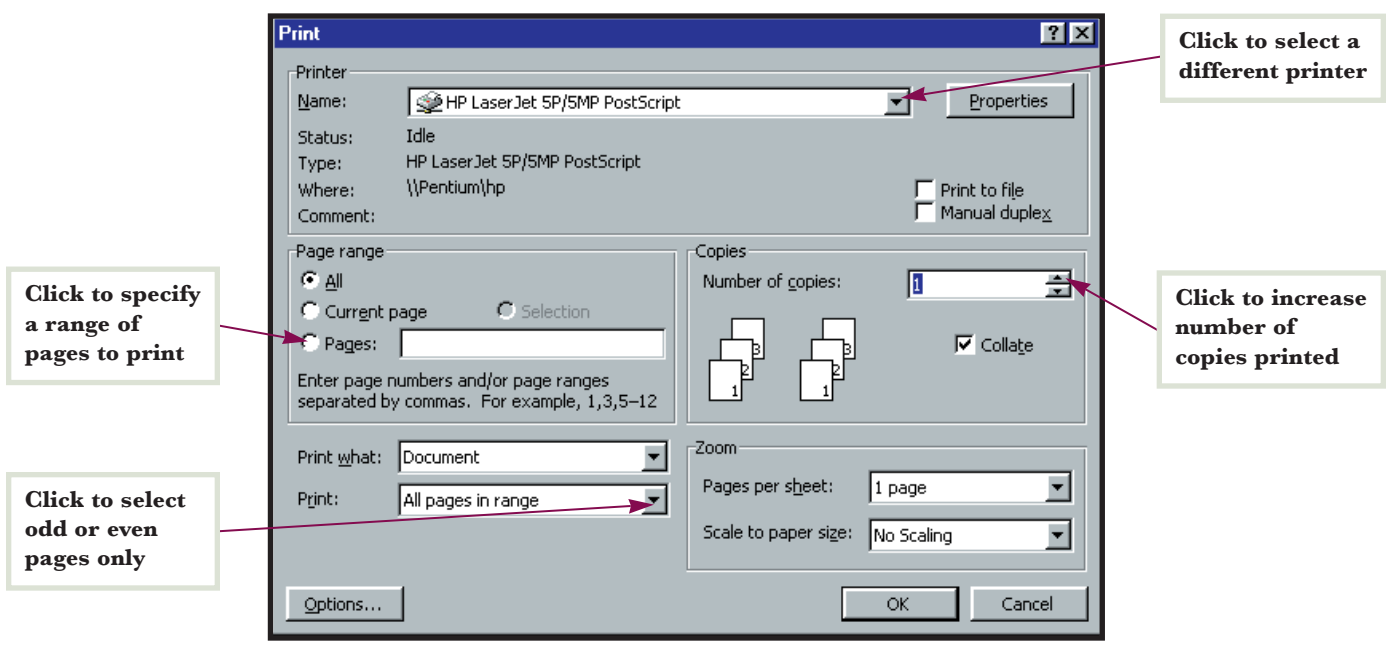


Print Preview toolbar

Magnifier tool

Click to obtain context-sensitive pointer that allows you to get help on features by clicking them

Figure 1-15 Print dialog box



Click to select a different printer

Click to specify a range of pages to print

Click to increase number of copies printed
















Click to select odd or even pages only



Practice

To practice previewing and printing a document, open the Student File [wdprac1-8.doc](#). Preview and print the file as instructed in the document. When you have completed the exercise, close the file. You do not have to save the file.

shortcuts

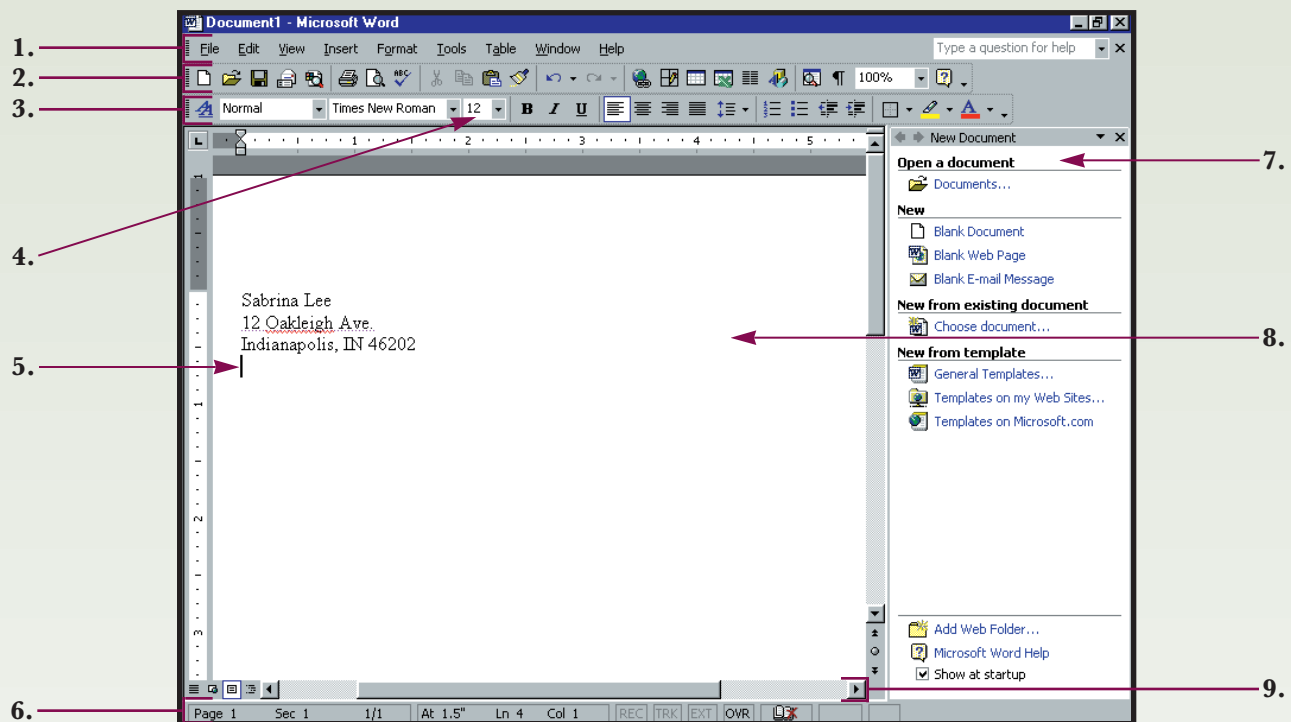
Function	Button/Mouse	Menu	Keyboard
Create new document		Click File, then click New	[Ctrl]+[N]
Close active document		Click File, then click Close	[Ctrl]+[W]
Save document for the first time		Click File, then click Save or Save As	[Ctrl]+[S]
Save changes to existing document		Click File, then click Save	[Ctrl]+[S]
Save document with new name and/or location		Click File, then click Save As	[Alt]+[F], [A]
Open existing document		Click File, then click Open	[Ctrl]+[O]
Undo most recent action		Click Edit, then click Undo	[Ctrl]+[Z]
Bold text		Click Format, then click Font; choose Bold, then click OK	[Ctrl]+[B]
Italicize text		Click Format, then click Font; choose Italic, then click OK	[Ctrl]+[I]
Underline text		Click Format, then click Font; choose Underline, then click OK	[Ctrl]+[U]
Align text left		Click Format, then click Paragraph	[Ctrl]+[L]
Align text right		Click Format, then click Paragraph	[Ctrl]+[R]
Center text		Click Format, then click Paragraph	[Ctrl]+[E]
Justify text		Click Format, then click Paragraph	[Ctrl]+[J]
Select All		Click Edit, then click Select All	[Ctrl]+[A]
Print active document	 (skips dialog box)	Click File, then click Print	[Ctrl]+[P]
Exit Word		Click File, then click Exit	[Alt]+[F4]

quiz

A. Identify Key Features

Name the items indicated by callouts in Figure 1-16.

Figure 1-16 Elements of the Word screen





B. Select the Best Answer

- | | |
|--|--------------------|
| 10. The exact location where text appears when entered | a. Alignment |
| 11. The shape of characters such as letters and numbers | b. Print Preview |
| 12. Reduces a window to a button on the Windows taskbar | c. Task Pane |
| 13. The way in which text relates to the page's margins | d. Insertion point |
| 14. A window that contains options for executing a command | e. Dialog box |
| 15. Allows you to see how your document will appear when printed | f. Points |
| 16. The unit of measurement for font size | g. Minimize button |
| 17. New feature that organizes numerous important features in one location | h. Font |

quiz (continued)

C. Complete the Statement

18. In order to apply bold formatting to a section of existing text, you must first:
- Click one of the Formatting buttons
 - Save the document
 - Select the text to be formatted
 - Click the Start button
19. Clicking the  button:
- Ejects the floppy disk
 - Saves the active document
 - Searches your hard drive for a file
 - Selects the active line or paragraph
20. Clicking the  button on the Standard toolbar:
- Searches the document for spelling errors
 - Magnifies the document
 - Opens Print Preview mode
 - Opens the Task Pane
21. The file extension for Word documents is:
- .txt
 - .htm
 - .doc
 - .mp3
22. Examples of text formatting do not include:
- Font size
 - Justification
 - Text style
 - File extensions
23. The icon that appears when Word recognizes text you have entered and can provide related commands is a:
- Shortcut
 - ScreenTip
 - SmartTag
 - Task Pane
24. Text that is justified is:
- Grammatically correct
 - Adjusted to meet both margins
 - Bold
 - Only visible in Print Preview
25. A button that turns a feature both on and off is called a:
- Drop-down list
 - SmartTag
 - Toggle button
 - Scroll bar box
26. The Status bar provides all of the following information except:
- Number of misspelled words in the document
 - Status of Overtyping mode
 - Number of pages in the document
 - Position of the insertion point in the document

interactivity

Build Your Skills

1. Identify a job that interests you and determine what the employer is looking for in a prospective employee:
 - a. Go to the classified section of a newspaper or to a Web site that lists jobs and find a specific job listing that you think might suit you (Web sites you may try: www.careerbuilder.com, www.monster.com, www.jobs.com).
 - b. Think about what skills and experience might be necessary to apply for the job you have found. Determine how your own skills and experience relate to the qualifications that the job would require.

2. Open Word and write a brief letter applying for the job (open the file [wdskills1.doc](#) to view a sample letter if you need some guidance in composing and organizing your letter):
 - a. Launch Word using the Start menu.
 - b. Enter your name and address at the top of the page.
 - c. Skip a line and enter today's date.
 - d. Skip a line and enter the name (if available) and address of the prospective employer.
 - e. Write your letter, beginning with the salutation and continuing with three or four short paragraphs, one each for your educational background, prior job experience, any other relative experience, and the reasons for your interest in this particular position.

3. Format the text of the letter:
 - a. Change the font size of the text to **11 pt** and the font to **Garamond**.
 - b. Format your name at the top of the letter with **Bold** type and highlight the position you are applying for in yellow.
 - c. Align your name and address with the right margin.

4. Print, save, and close the letter, and then exit Word:
 - a. Use Print Preview to examine your letter and make any content or formatting changes you think are necessary.
 - b. Close Print Preview and print one copy of your letter.
 - c. Save the letter in your Word Files folder as **Job Seek.doc**.
 - d. Close the document.

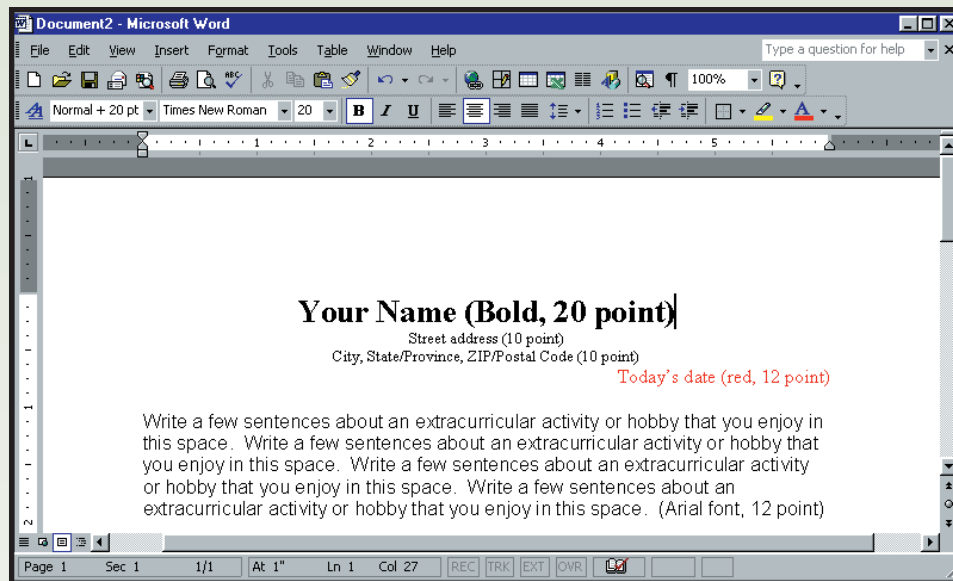
5. Open, edit, and save an existing document:
 - a. Open **Job Seek.doc** from your Word Files folder.
 - b. Italicize your name and align your name and address with the left margin.
 - c. Save the changed document as a new file in your Word Files folder named **Job Seek2.doc**.
 - d. Close the document and exit Word by clicking the application Close button on the right end of the Title bar.

interactivity (continued)

Problem Solving Exercises

1. Open a new document in Word and type your name, address, and today's date on consecutive lines. Then, skip a line and type a few sentences about an extracurricular activity or hobby that you enjoy. Format the document so that it matches the example shown in Figure 1-17. Finally, save the document in your Word Files folder as [wdsolved1.doc](#) and print it.

Figure 1-17 Problem solving exercise



2. As the Assistant Technical Director at VER Recovery Corp., a collection agency, you have been asked to research various word processing programs to determine which is the best for your company's needs. After testing several products and considering prices, you have decided that the company would benefit most from adopting Microsoft Word 2002. Use a new blank Word document to write a memo to your boss that details this decision. Be sure to include your name as part of the document. When you are done, save the file in your Word Files folder as [VER Recovery memo.doc](#).

3. Due to the quality of your work as Assistant Technical Director at VER, you have been promoted to Associate Technical Director. As your first act in your new capacity, you have proposed an expansion of the Information Technology department. Your proposal has been approved. Using Word, write a notice for the company bulletin board to announce the good news. Include a text in the document that calls for employees who are interested in transferring into the department to contact you (include your name). Take advantage of Word's formatting features such as bolding, underlining, font sizing, and text alignment to make your document lively. Save the document in your Word Files folder as [VER IT notice.doc](#).

4. Your favorite entertainment-oriented Web site is looking for regular viewers who are interested in contributing movie reviews to the site on a weekly or monthly basis. If you are chosen based on your sample review, you will have your opinions published on the site on a regular basis and receive coupons for the site's online store. Use Word to write a review of the last movie you watched, either in a theater or at home. Use formatting techniques to call attention to the parts of your review that you feel are the most important, and therefore deserve emphasis. Save the document in your Word Files folder using the name [Review by \[Your Name\].doc](#).