

Microsoft Word XP: Feature Guide

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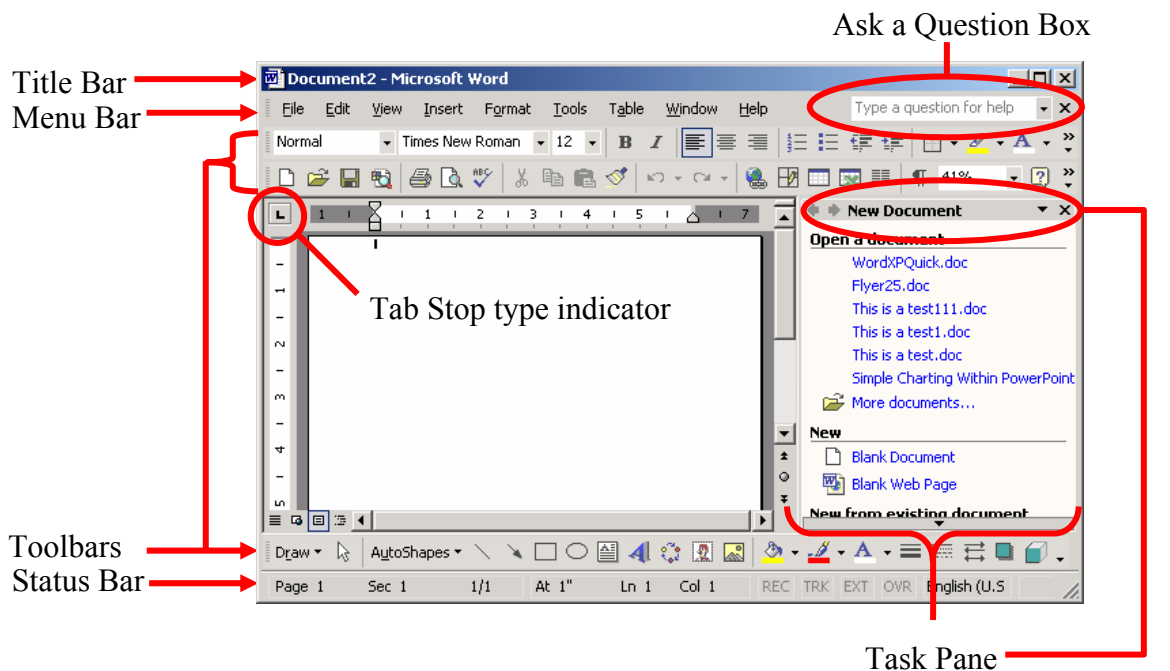
Prerequisites

- Ability to navigate, confidently, the file structure of a hard drive
- Be fluent using the Open and Save dialogue windows
- Understand the concept of file formats

Summary of this Word XP Quick Guide

This document is an overview of some of the more common features in Word XP that a skilled user should be able to use fluently. It is not intended to serve as a step-by-step tool to teach the Word software. The order that the topics appear does not have any significant bearing on when the tools would be used in Word. Tip: When creating a Word document, you may save time by entering the data first and formatting towards the end.

Parts of the Word XP Window



New Components in XP

The Task Pane

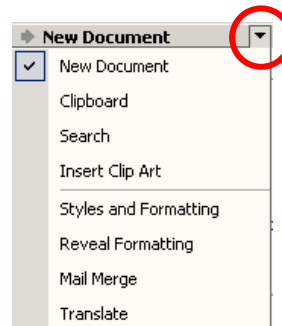
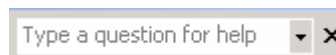
This provides fast access to many tools and appears automatically

Manually Open the Task Pane

- Open the View Menu and choose Task Pane

Ask a Question Box

Located in top right corner – ready to help



Click on the drop-down arrow on the Task Pane for other options.

Create New Documents

Blank Document

- Open Word, or click the New button in an existing Word document



Templates and Wizards

Template: Pre-designed layouts with space-holders for your information

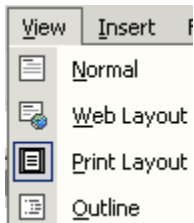
Wizards: Word asks a series of questions and provides a layout with the data inserted and extra place-holders for additional information

Access the Templates and Wizards

1. Open Word
2. Open File Menu and choose New
3. Make a selection from the Task Pane

Viewing a Word Document

Word document may appear very differently based upon the view.



Common Error: In Normal view, page boundaries, headers and footers, backgrounds, drawing objects, and pictures that do not have the “In line with text” wrapping style do not appear.

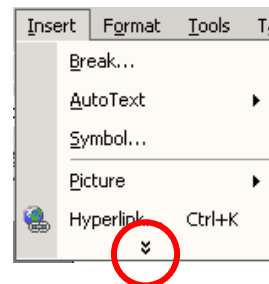
Tip: Print Layout is the best view to see an accurate representation of the printed document on the screen

Menu Options

By default, Word shows the items within each menu that a user uses the most.

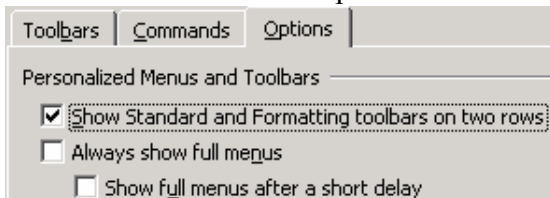
View All Menu Items

- Click the expand button at the bottom of the menu



Configuration Settings for the Menus

- Tools / Customize / Options tab



Toolbars

The suggested toolbars are Standard, Formatting, and Drawing

Locating a Button Not in View

If the toolbar is wider than the space allotted, Word will hide some of the buttons

- Click on the Toolbar Options button (right edge of toolbar)



Change the Visible Toolbars

1. Right-click any toolbar
2. Select the toolbars as desired

Move a Toolbar

1. Grab the toolbars handle and drag to new location

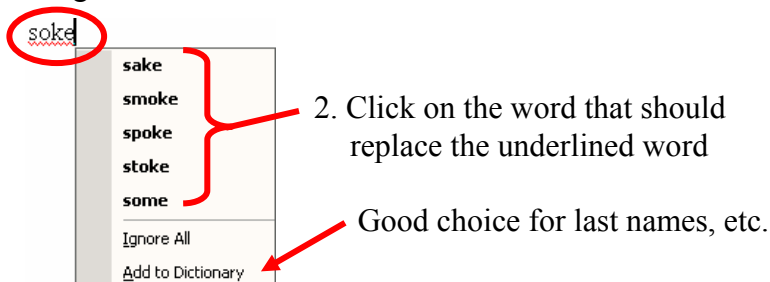


Warning Indicators

Red Wavy Underline

The underlined word is not in the dictionary or it is a duplicated word

1. Right-click the underlined word and make a choice



Green Wavy Underline

The word or group of words does not appear correct to the grammar checker

- Right-click on phrase to review options

Tip: Word grammar suggestions are not always correct

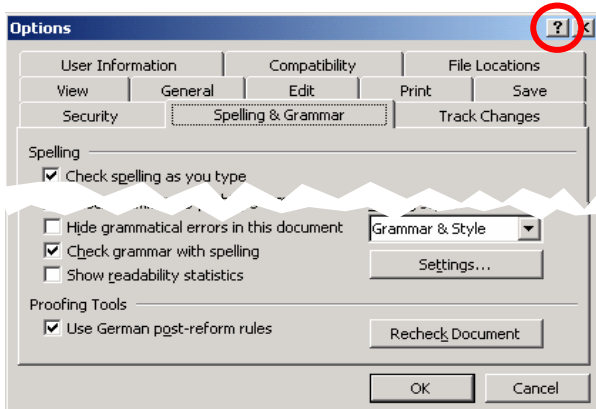
Blue Wavy Underline

The formatting for that section is not consistent with the rest of the document

- To activate: Tools / Options / Edit tab / Mark formatting inconsistencies

Customize the Spelling and Grammar features

- Tools menu / Options / Spelling & Grammar tab



Tip: Click on the ? and then click on an option to learn more about it

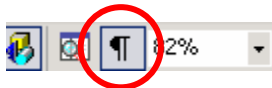
Troubleshooting

Many problems that occur are due to inconsistencies in the data entry. Word XP provides two power tools to help troubleshoot when these situations occur.

Show Hidden Characters

To view characters such as the Tab, Enter, and Space

- Click the Show/Hide button



Reveal Formatting

A new feature in XP that displays the formatting details of the currently selected text.

1. Select the text to review
2. In the Task Pane, choose Reveal Formatting



3. The formatting details are listed in the Task Pane

Fixing Mistakes

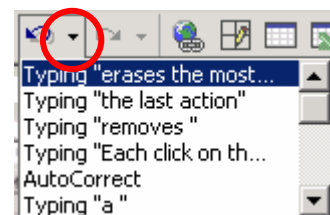
Undo and Redo: Might be your best friends



Each click on the Undo button erases the most recent action.

Click on the drop-down arrow immediately to the right of the Undo button provides a list of the most recent actions, allowing a user to undo multiple steps in just one click.

The Redo button reverses an Undo action

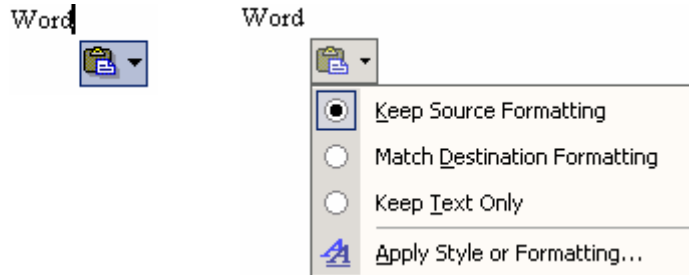


Automated Features in Word

Smart Tags (New for Office XP)

Provide options for actions just taken
Two examples:

After pasting the word “Word”, a Smart Tag appears with hidden options. Click once on the Smart Tag for the options

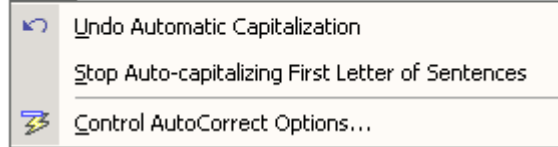


The

A blue double-line indicates that MS Word auto-capitalized the word “The”



Pause on the blue lines and click for the options



AutoCorrect

A very useful tool that either corrects user error or automatically replaces one string of text with another
Examples: “(c)” becomes “©”; “THE” becomes “The”

Review the Current AutoCorrect Settings

- Open: Tools / AutoCorrect Options / AutoCorrect tab

Enter a Custom AutoCorrect Entry

1. In your document, type a word or short phrase and format it as desired
2. Select the word or phrase
3. Open the AutoCorrect options: Tools / AutoCorrect Options / AutoCorrect tab
4. Your formatted text should appear in the dialogue box

Enter a short and unique string to represent the entry



Auto Format as You Type

The feature that changes the formatting of your text as you are typing

Examples: “1/2” becomes “½”, creates automatic numbered lists when a line starts with a number

Access the Settings

- Open menu Tools / AutoCorrect Options / Auto Format as You Type

AutoText

Allows blocks of text to be stored and then easily retrieved using a few keystrokes.

Example: A user prefers to close their letters with the same last paragraph and signature. This complete block of text can be stored and retrieved whenever needed in the future (complete with formatting).

Create an AutoText Entry

1. In a Word document, enter and format the text to repeat in the future
2. Select the block of text

3. Open the menu Insert / AutoText / New
4. A dialogue window appears
5. Assign the block of text a short and **unique** name (minimum 4 characters)
6. Click the OK button

Insert an AutoText Entry into a Document

1. Place the insertion point at the proper location in the Word document
2. Start typing in the name you assigned it (from step #4 directly above)
3. When the ScreenTip appears on the screen, press the Enter key

Alter an AutoText Entry

1. Enter and format the text correctly in a Word document
2. Follow the steps in the Create an AutoText Entry section above
3. Over-ride the previous entry when prompted

Selecting Text

There are many different methods for selecting (highlighting) text

Click and drag over the text

By default, Word has the Select Entire Word option activated

- Tools / Options / Edit tab

Keyboard

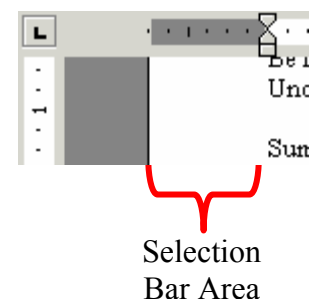
1. Place the cursor at the beginning or end of the text to select
2. Hold down the Shift key and then press the appropriate arrow key on the keyboard

Selection Bar

Area of space in the left margin (see picture)

The cursor points north east when it is in this area

- Single-click selects the line
- Double-click selects the paragraph
- Triple-click selects the document



New Selection Tools for Word XP

Non-Continuous

1. Select a range of text
2. While holding the Ctrl key down, select any other range
3. Repeat as needed

Select Similar Text

1. Right-click on a section of text
2. Choose “Select text with Similar Formatting”

Formatting

Formatting is controlling how an object appears. When dealing with text, there are two primary types of formatting: character and paragraph.

Apply Character Formatting

This formatting applies to any single or group of characters. Common examples are Bold and Italic.



Many of the quick formatting tools are located on the Formatting Toolbar

For the complete set of formatting options

1. Highlight the text
2. Right-click the selection and choose Font

Apply Paragraph Formatting

As the name suggests, this formatting applies to the entire paragraph the insertion point is located within when the format is applied. Common examples are line spacing, and alignment.

Many of the quick formatting tools are located on the Formatting Toolbar




For the complete set of formatting options

- Right-click inside the paragraph and choose the Paragraph option

Format Painter

A GREAT tool for “pasting” the formatting from one section of text to another

1. Select the text with the correct formatting
2. Click the Format Painter button 

3. Click and drag of the text that you want to format

Tip: Double-clicking the Format Painter button keeps it locked on until it is clicked again

Moving and Rearranging Text

Cut, Copy, Paste

Cut [Ctrl+X]: Removes the selected item and places it on the Office Clipboard

Copy [Ctrl+C]: Leaves the selected item intact and places a duplicate on the Office Clipboard

Paste [Ctrl+V]: Inserts the last item cut or copied in the location of the insertion point (also see the Office Clipboard section for additional methods of Pasting)

Office Clipboard

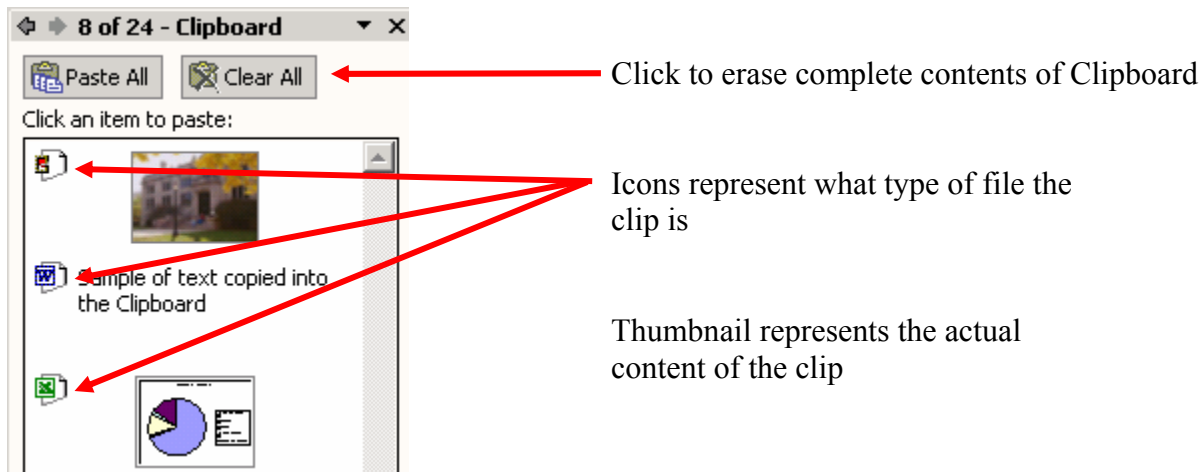
Most previous versions of MS Office only allowed one item in the clipboard at a time. Office XP allows 24 different clips to be stored at one time and the user can insert them in any order.

Tip: The clipboard empties when all Office applications are closed

Access the Office Clipboard

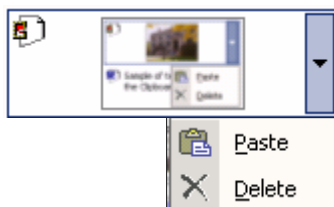
The Clipboard is an option in the Task Pane

It can also be accessed through the Edit menu and choosing Office Clipboard



Insert or Remove an Item from the Clipboard

1. Place the insertion point in the desired location in your document (this does not apply to deleting a clip)
2. Place the Mouse Pointer over the desired clip and click the downward pointing arrow

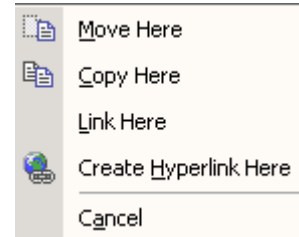


3. Make your selection

Drag and Drop Text

As it indicates, this method moves text by simply using the mouse to drag it from one location and dropping it on another.

1. Select the text to move or copy
2. Place the cursor over the text
3. Right-click and drag the text to the new location
4. Release the right mouse button and make a choice



Controlling the Placement of Text on a Page

Margins and Paper Orientation

1. Open the menu File / Page Setup
2. Explore the options and tabs available

Tab Stops

The tab stop indicator is located to the left of the horizontal ruler
Click it to change the tab stop type

Tip: Tab Stops apply either to the selected text or to the line the insertion point is located



Set a Tab Stop

1. Confirm the appropriate Tab Stop is in view
2. Place the tip of the mouse pointer in the lower portion of the ruler and click once
Tip: Double-clicking results in two tab stops being inserted (makes a mess of things)
3. The Tab Stop should appear in the horizontal ruler
4. Press the Tab key on the keyboard to move the insertion point to the Tab Stop

Move a Tab Stop

1. Place the tip of the mouse pointer over the Tab Stop in the ruler
2. Wait for the screen tip to indicate you are pointing at a Tab Stop
3. Click and Drag the Tab Stop to the new location

Remove a Tab Stop

Place the tip of the mouse pointer over the Tab Stop in the ruler
Wait for the screen tip to indicate you are pointing at a Tab Stop
Click and Drag the Tab Stop down into the document

Advanced Tab Options

1. Select the range of text with the Tabs to format further
2. Open the Format menu and choose Tabs
3. Refer to the Word Help system for additional information

Indents

Pause the mouse over each item in the ruler to determine its purpose



An example of a 1/2" Left Indent

The quick brown fox jumps the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

An example of a 1/2" Hanging Indent

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

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An example of selecting the middle paragraph and then moving both the Left and Right indents in approximately 1" to offset that paragraph.

Indents Using the Tab Stops

Indents can also be set using the Tab Stop options pictured below. Set them the using the same method as you would for a typical tab Stop.



1st Line Indent



Hanging Indent

Breaks (not the coffee kind)

Breaks can be used to create a new page in a document, divide columns, or divide a document into sections (sections are covered in advanced topics)

Inserting a Break

1. Place the insertion point at the location for the break
2. Open the menu Insert / Break
3. Make the appropriate choice

Tip: Breaks can be seen on the screen by showing the hidden characters



Lists: Bulleted or Numbered

Word is very good at creating lists.

Use bullet lists for:

No need for a specific order

The items are of relatively equal importance

Options to choose from

Use number lists for:

Step-by-step instructions

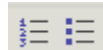
Ranking of items

The ability to reference back to a specific item

Tip: Each item on a list is separated by the Return or Enter key. Use a manual line break to obtain a new line without a new list item

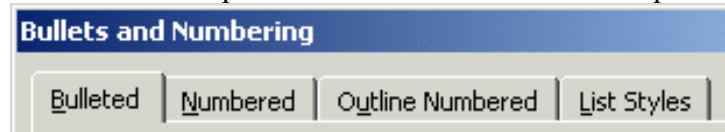
Creating a List

1. Enter the items of the list
2. Select the list
3. Click the Numbered or Bulleted List button



Customizing a List

1. Select the List
2. Open the menu Format / Bullets and Numbering
3. Use the tabs provided to access the available options



4. Click the Customize button to access all definable aspects of a list
5. Use the help button (?) in the title bar to learn more about each option

Tables

Due to the depth of the Table tool, this guide will cover the simple Table features only.

Often, the need for tables can be avoided by proper use of Tab Stops. However, there are occasions when Tables are the best solution.

Insert a Table

1. Place the insertion point where the Table is required
2. Open the menu Table / Insert / Table
3. An Insert Table dialogue window opens
4. Use this table to set the parameters for the table

Formatting a Table

Most common table tools are located on the Table and Borders toolbar

1. Open the Tables and Borders Toolbar (right-click any other toolbar)



2. Pause the pointer of the mouse over each button to learn about its function
3. Place the insertion point within a table cell (or select a range of them) and apply the formatting of choice

Tip: The alignment button is very helpful



Delete a Column or Row

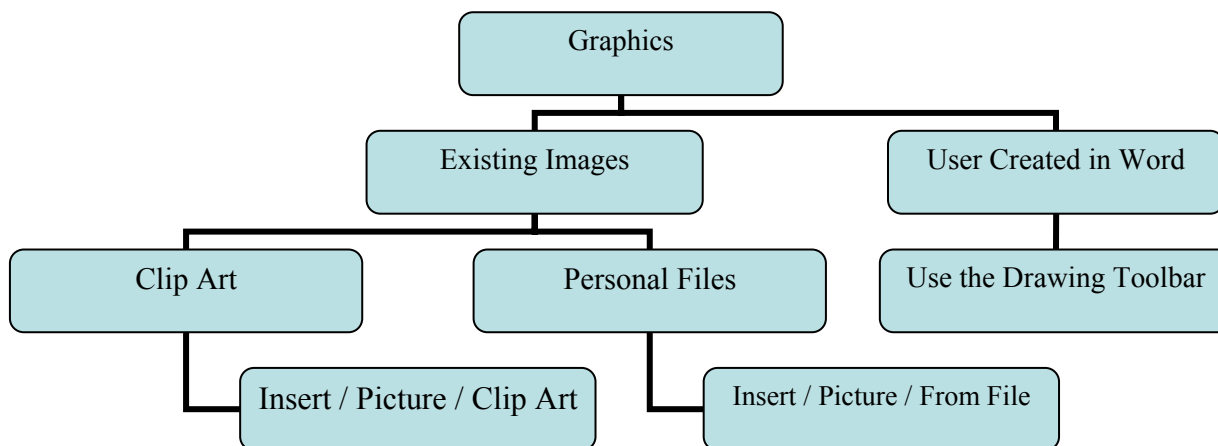
1. Place the insertion point within a cell that is within the Column or Row to be deleted
2. Open the menu Table / Delete and make the appropriate choice

Insert a Column or Row

1. Place the insertion point within a cell
2. Open the menu Table / Insert and make the appropriate choice

Graphics

Over the years, Word has continued to migrate from a basic word processor into a fairly powerful desktop publishing software. Inserting images into Word is very simple; however, the manipulation of those images typically requires dedicated training. Please see the Word Help or attend further training from IT for additional information.



Access Graphic Properties

1. Right-click the graphic
2. Choose the Format option

Print Window

Important: The Print Button in the Standard Toolbar IS NOT the same as File / Print

1. Open the menu File / Print
2. From this menu, the user can control the printer being used, the pages being printed, the number of copies and more.

Envelopes From Letters

New for Word XP

The new version of Word can automatically add an envelope to the beginning of a letter.

1. Select the mailing address within the letter

Tim McKeown
100 Main St
Bloomington, IL 61701

2. Open the menu Tools / Letters and Mailings / Envelopes and Labels
3. Enter the return address as appropriate
4. Click the access the Font and Printer settings
5. Click OK to return to the main Envelopes and Labels window
6. Click Print or Add to Document

Help

- Significant help is available under the Help menu
- The Ask a Question Box is always available in the top right corner