

# Using Microsoft Office 2003 Intermediate Word Handout

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## Intermediate Microsoft Word 2003

**Microsoft Word 2003** is one of the most efficient applications in the Microsoft Office 2003 suite. Word 2003 provides the user with the tools to easily create professional-quality documents with Web functionality.

This is an intermediate handout. All the basic functions were discussed in the *Introduction to Microsoft Word 2003* handout. To obtain a copy of that handout, click the above link or visit <http://www.calstatela.edu/handouts>. This handout provides directions for useful functions that Word 2003 has available, such as adding section breaks, inserting page numbering, using multilevel lists, checking for spelling and grammar, using Web features, and much more. Refer to the *Contents* page for a general overview of the topics that are discussed in this handout.

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## Document Formatting

As stated in the *Introduction to Microsoft Word 2003* handout, document formatting refers to the appearance of the text of a document. The following are more advanced methods of document formatting than those described in the *Introductory* handout.

**NOTE:** The following procedure provides an easy way to remove all the formatting from a Word document or a selected portion of the document using a minimal number of keystrokes:

To remove formatting:

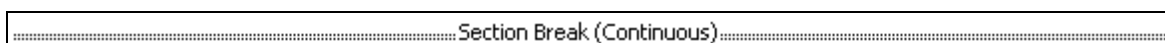
1. Select the entire document by pressing the [CTRL+A] key combination, or use the mouse to select the portion of the document to be changed.
2. Press the [CTRL+SHIFT+N] key combination. The formatting will be removed from the document/selection.

## SECTIONS

A section is a portion of a document that can include as little as one paragraph to as much as the entire document.

### Inserting a Section Break

A section break is a mark inserted to show the beginning and the end of a section. A section break stores the section formatting elements, such as the margins, page orientation, headers and footers, and sequence of page numbers. In *Normal View*, a section break appears as a double dotted line that contains the words “*Section Break (Continuous)*” and the type of break (see Figure 1).



**Figure 1 – Section Break Marker (Continuous)**

There are four types of section breaks. Each one is used differently. See Table 1 for a description of each type.

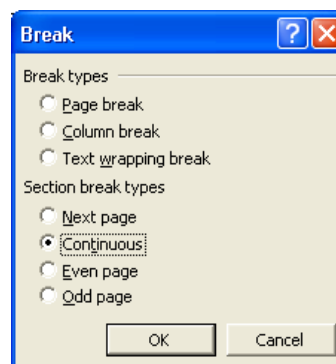
**Table 1 – Section Breaks**

Break Type	Description
Next page	Used to insert a section break at the top of the next page. For example, it is possible to print one page in landscape orientation and the rest of the document in portrait orientation.
Continuous	Used to create a new section on the same page as the previous section. This type of section break can be used in adding newspaper style columns to one part of a page.
Even page	Inserts a section break at the next even-numbered page (usually a left page) and may leave an odd-numbered page blank.
Odd page	Inserts a section break at next odd-numbered page (usually a right page). If the section break falls on an odd-numbered page, Word leaves the intervening even-numbered page blank.

Inserting a section break at a certain point in the document marks the location of the break; this allows Word to identify where the separate sections belong.

To insert a section break:

1. Position the insertion point where a new section will be created.
2. Select the **I**nsert menu ► **B**reak.... The *Break* dialog box opens (see Figure 2).
3. In the *Section break types* section, select the desired type of section break by clicking the proper option button.
4. Click the **OK** button.



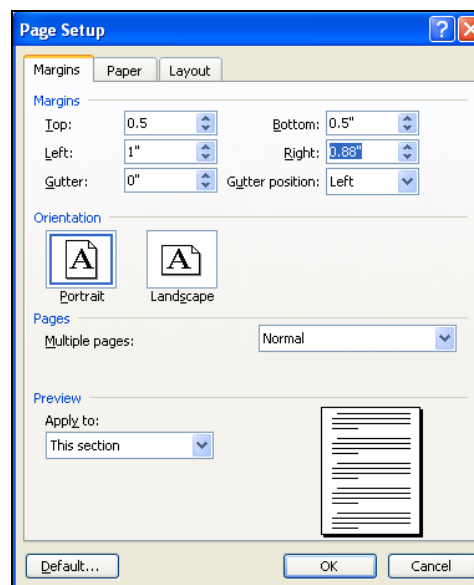
**Figure 2 – Break Dialog Box**

## Formatting a Section

Once a section is created, different formatting and layout elements (such as the margins, page orientation, headers and footers, and/or sequence of page numbers) can be used for each section in the document.

To format a section:

1. Position the insertion point in the section to format.
2. Select the **F**ile menu ► **P**age **S**etup.... The *Page Setup* dialog box opens (see Figure 3).
3. Apply layout changes, such as margins and page orientation.
4. Click the **Apply to:** drop-down arrow in the *Preview* section.
5. Select the **“This section”** option.
6. Click the **OK** button.



**Figure 3 – Page Setup Dialog Box**

## PAGE NUMBERING

Numbered pages are easier to reference and read. Page numbering can start in any section and at any number specified.

To insert page numbers:

1. Position the cursor in the page where the numbering will start.
2. Select the **I**nsert menu ► **P**age **N**umbers.... The *Page Numbers* dialog box opens (see Figure 4).

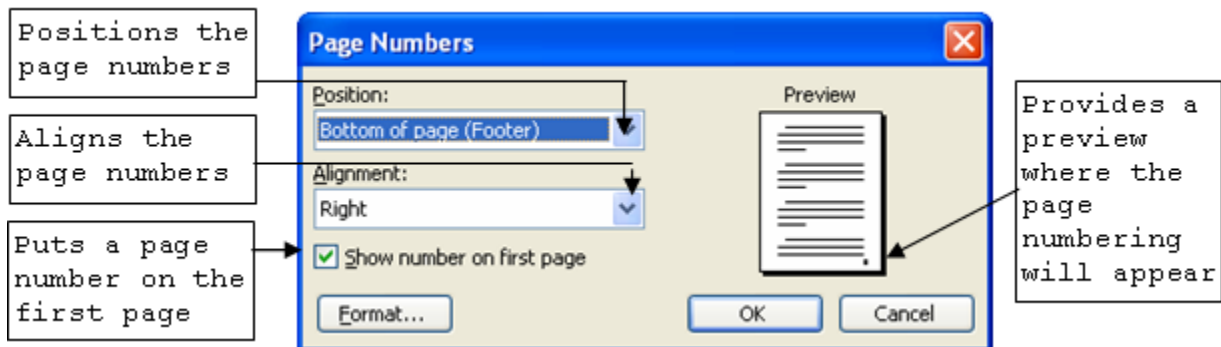


Figure 4 – Page Numbers Dialog Box

**NOTE:** The *Position:* and/or *Alignment:* of text can be manipulated, as well as the position of a page number on the first page (e.g. the title page).

3. Click the **F**ormat... button. The *Page Number Format* dialog box opens (see Figure 5).
4. Select the numbering style from the *Number format:* drop-down list.
5. Select the *Continue from previous section* option button in the *Page numbering* section; this will number the pages continuously from the previous section. Selecting the *Start at:* option button allows the user to specify the page number to start at in the *Start at:* spin box.

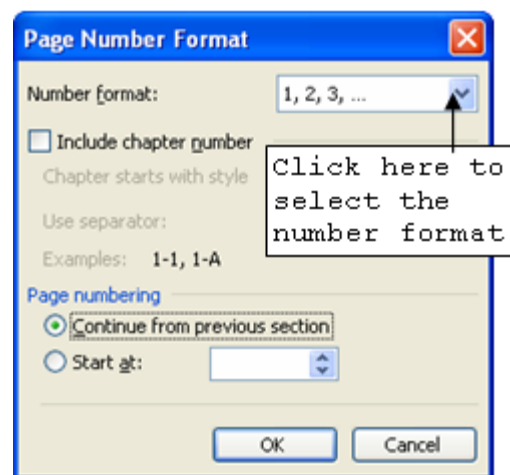


Figure 5 – Page Number Format Dialog Box

**NOTE:** If some of the document has been formatted with a heading style, a unique page number style can be applied.

6. Click the **OK** button.

## PARAGRAPH FORMATTING

Paragraphs are the building blocks of any document. With each stroke of the **[Enter]** key, a paragraph mark ¶ is inserted. Therefore, a document may consist of many paragraphs, and each

paragraph may be formatted individually or collectively. The next sections involve using the *Paragraph* dialog box.

To open the *Paragraph* dialog box: select the **Format** menu ► **Paragraph...** The *Paragraph* dialog box opens (see Figure 6).

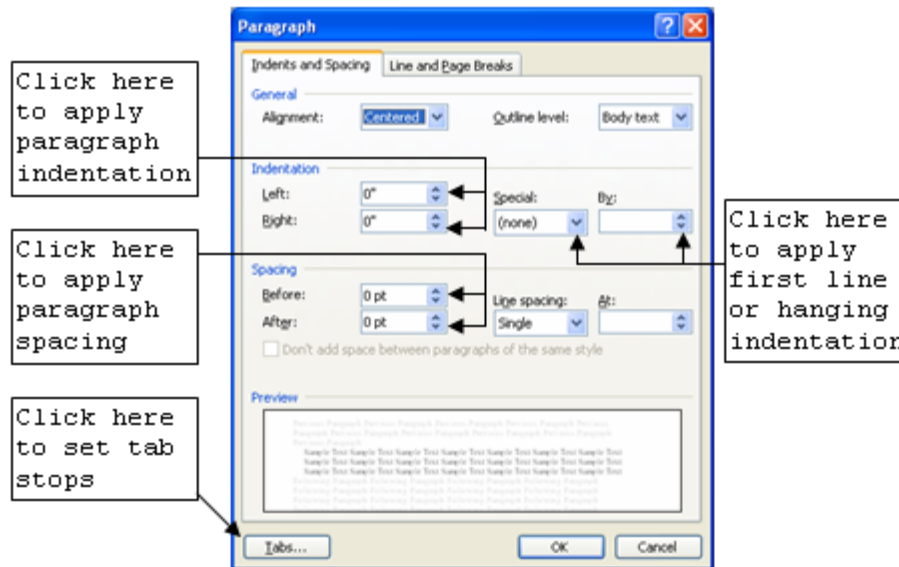


Figure 6 – Paragraph Dialog Box

## Indentations

An indentation is the space between the text and the left and/or right margins. The Introductory handout described a way to apply indentations using the *Horizontal Ruler*. This section describes a way to apply indentations using the *Paragraph* dialog box.

To apply indentations using the *Paragraph* dialog box:

1. Place the **Insertion Point** within the paragraph where indentations will be applied.
2. Open the *Paragraph* dialog box (see Figure 6).
3. Select the *Indents and Spacing* tab if necessary.
4. Click the **Left:** and/or **Right:** spin boxes in the *Indentation* section to apply and adjust left and right indentations.
5. Click the **Special:** drop-down list to apply a “**First line**” or “**Hanging**” indentation.
6. Click the **By:** spin box to set the size of the **Special:** indentation.

**NOTE:** It is possible to indent to both the left and right sides of the paragraph. Changes can be seen in the *Preview* window. To implement the changes, proceed to step seven. If not repeat the above steps.

7. Click the **OK** button.

## Changing Paragraph Spacing

Sometimes it is necessary to add a blank line before and/or after a paragraph to make it stand out.

To change the spacing before and/or after a paragraph(s):

1. Position the **Insertion Point** within the paragraph, or select the paragraphs to which the spacing will be applied.
2. Open the *Paragraph* dialog box (see Figure 6).
3. Select the *Indents and Spacing* tab if it has not already been selected.

4. In the *Spacing* section, click the ***Before:*** and/or ***After:*** spin boxes to select the amount of blank space to insert between paragraphs.
5. Preview changes in the preview box ► **OK** button.

## Inserting Tab Stops

The *Introductory* handout described a way to set basic tab stops using the ***Horizontal Ruler***. The *Tabs* dialog box provides additional options for setting tabs.

To set tab stops using the *Tabs* dialog box:

1. Place the ***Insertion Point*** within the paragraph where the tab stops will be set.
2. Select the **Format** menu ► **Tabs....**  
The *Tabs* dialog box opens (see Figure 7).
3. Enter the number (in inches) in the ***Tab stop position:*** text box for the position of the tab stop.
4. Select how the text will be aligned relative to the tab stop by choosing the corresponding option button in the *Alignment* section.
5. Select a leader for the tab stop in the *Leader* section.
6. Click the **Set** button to set the tab stop.
7. Click the **OK** button.

**NOTE:** Figure 8 shows a 3” right aligned tab stop with a type “2” (dotted) leader.

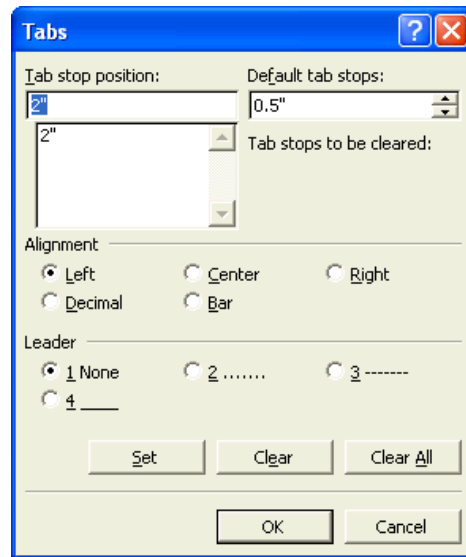


Figure 7 – Tabs Dialog Box

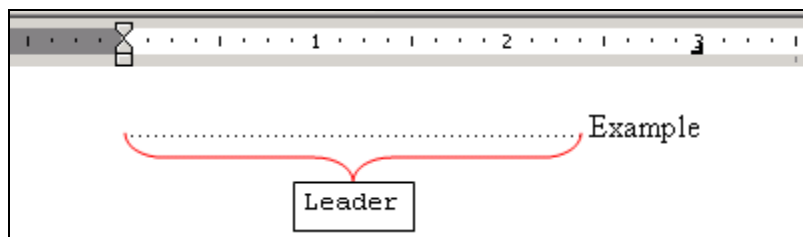


Figure 8 – Example of a Tab Stop

To change or clear tab stops:

1. Select the relevant paragraph(s).
2. Select and drag the tab markers off the ***Horizontal Ruler***.
3. To move a tab stop, drag the tab marker to the right or left on the ***Horizontal Ruler***.

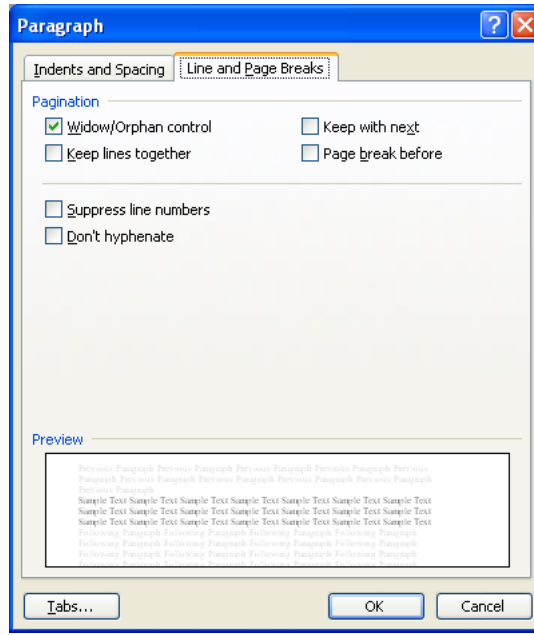
## Line and Page Breaks

Word 2003 automatically creates page breaks within a document, but the user can control how paragraphs are positioned relative to these page breaks, for example, while preventing page breaks within boxed or shared paragraphs. To control such page breaks, use the options in the *Line and Page Breaks* tab of the *Paragraph* dialog box.

To access the *Line and Page Breaks* tab:

1. Open the *Paragraph* dialog box.
2. Select the *Line and Page Breaks* tab (see Figure 9).
3. Select the desired check boxes.

**NOTE:** See Table 2 below to identify each element in the dialog box.



**Figure 9 – Line and Page Breaks Tab**

**Table 2 – Line and Paragraph Elements**

<b>Element</b>	<b>Description</b>
<b><i>Widow/Orphan control</i></b>	Instructs Word not to let a single line from a paragraph appear by itself. A Widow is the final line of a paragraph that jumps to the top of the next page. An Orphan is the first line of a paragraph appearing at the end of a page with the remainder of the paragraph appearing on the next one.
<b><i>Keeps lines together</i></b>	Instructs Word not to split the paragraph into separate pages. This is useful when working with lists.
<b><i>Keep with next</i></b>	Instructs Word to place the paragraph with the next paragraph. Useful when working with captions and lists.
<b><i>Page break before</i></b>	Instructs Word to place the paragraph on top of the next page. This is useful when working with figures, tables, and graphics.
<b><i>Suppress line numbers</i></b>	Removes line numbers from the selected text if the document displays line numbers.
<b><i>Don't hyphenate</i></b>	Exclude the selected paragraph from automatic hyphenation.

## **CREATING COMPLEX BULLETED LISTS**

Bulleted lists help distinguish a series of important items or points from the rest of the text in a document. Symbols as well as pictures can be used as bullets. Bullets are typically applied where the order of the text is not important. Word 2003 provides flexible, easy-to-use methods for creating bulleted lists with a variety of formats. The Introductory handout described how to creating a basic bulleted list. This section describes creating a more complex bulleted list.

To create a bulleted list:

1. Highlight the list of items to be bulleted.
2. Select the **Format** menu ► **Bullets and Numbering...** The *Bullets and Numbering* dialog box opens (see Figure 10).
3. Select the *Bulleted* tab; there are several bullet styles to choose from.
4. Click the desired bullet style ► **OK** button.



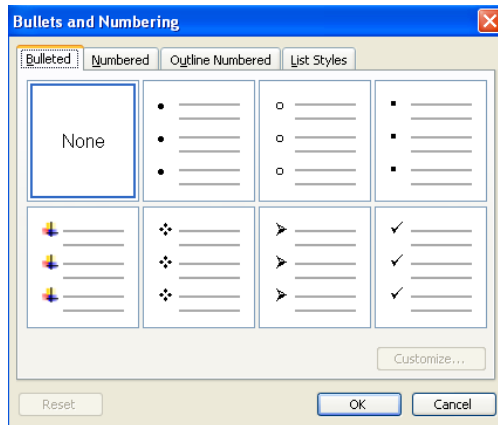


Figure 10 – Bullets and Numbering Dialog Box

## Customized Bullet Styles

There are several ways of customizing the selected bullet style by changing the font, bullet character, and/or bullet position relative to the text.

To customize a selected bullet:

1. Click the **Customize...** button on the *Bullets and Numbering* dialog box (see Figure 10). The *Customize Bulleted List* dialog box opens (see Figure 11).
2. Click the **Font...** button to format the selected bullet. The *Font* dialog box opens (see Figure 12)
3. Make the desired changes to the font, such as color or size.
4. Click the **OK** button on the *Font* dialog box ► **OK** button on the *Customize Bulleted List* dialog box. This will bring back the *Bullets and Numbering* dialog box.
5. Click the **OK** button.

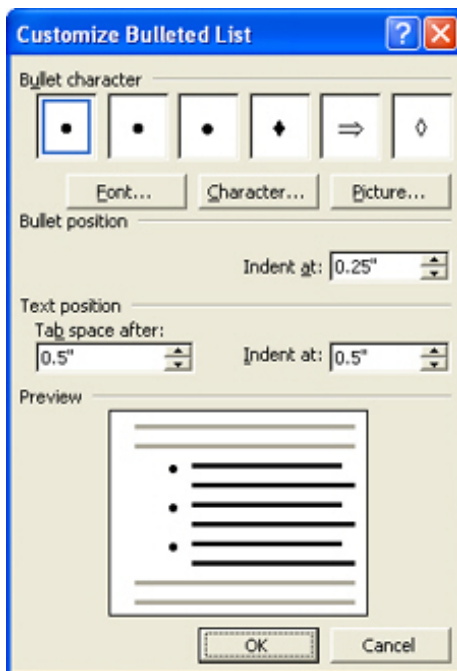


Figure 11 – Customize Bulleted List Dialog Box

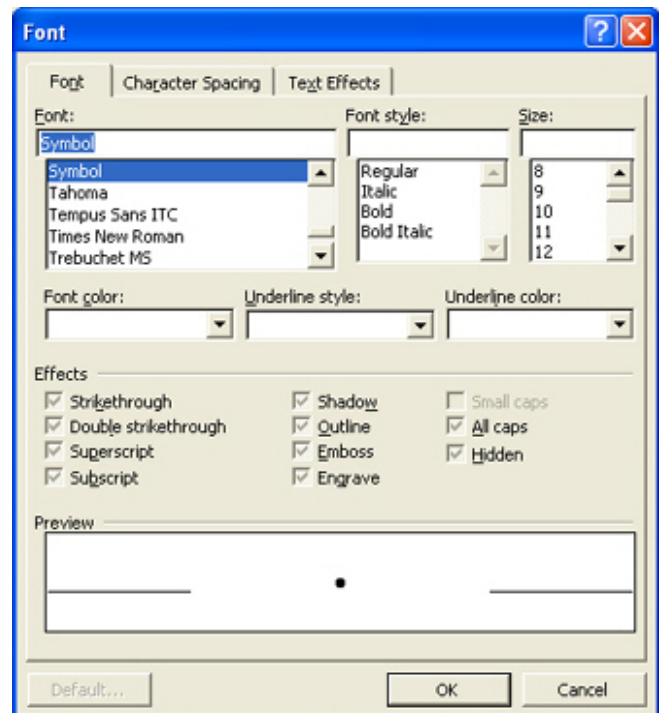


Figure 12 – Font Dialog Box

## Adding a Picture as a Bullet

Word 2003 also provides the option of using pictures as bullets.

To add a picture as a bullet:

1. Select any bullet list from the *Bullets and Numbering* dialog box (see Figure 10).
2. Click the **Customize...** button.
3. Click the **Picture...** button. The *Picture Bullet* dialog box opens with several picture bullet styles (see Figure 13).
4. Select the desired picture bullet from the given choices, or search for a specific style by typing a description in the *Search text:* text box and clicking the **Go** button.
5. Once a bullet style is selected, click the **OK** button and the selected graphic will be inserted into the document.

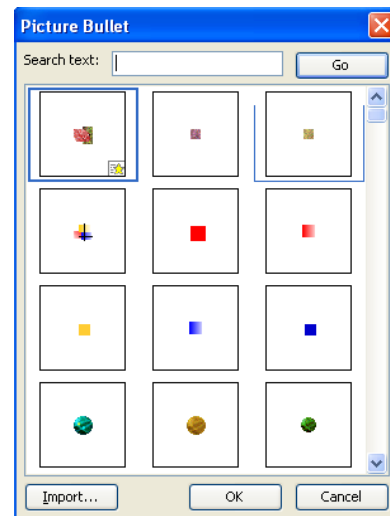


Figure 13 – Picture Bullet Dialog Box

To import a picture as bullet:

1. Click the **Import...** button on the *Picture Bullet* dialog box. The *Add Clips to Organizer* dialog box opens (see Figure 14).
2. Find the location of the desired picture
3. Select the desired picture to add ► **Add** button.

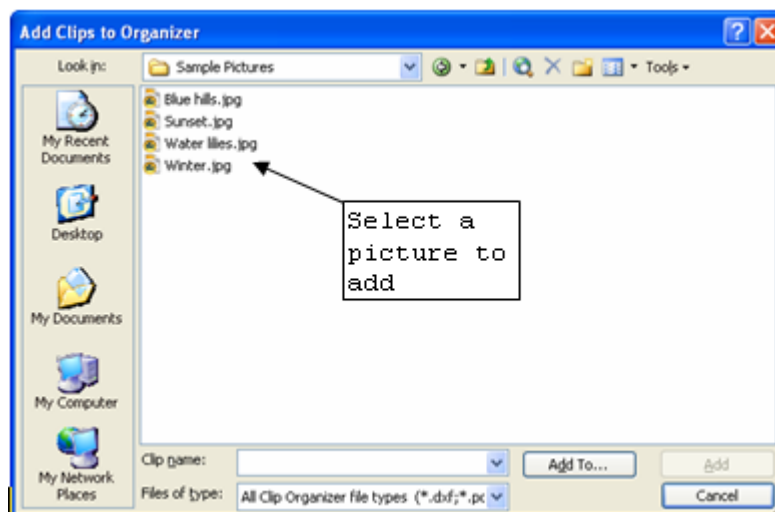


Figure 14 – Add Clips to Organizer Dialog Box

## **CREATING COMPLEX NUMBERED LISTS**

Like bulleted lists, numbered lists distinguish a series of important items or points from the rest of the text in a document. However, numbered lists also emphasize an order for a list of items (e.g., sequence of instructions). The *Introductory* handout described a way to create basic numbered lists; this section will describe ways to create more complex numbered lists.

To create a numbered list:

1. Place the *Insertion Point* where the numbered list will be inserted.

2. Select the **Format** menu ► **Bullets and Numbering...** The *Bullets and Numbering* dialog box opens.
3. Select the *Numbered* tab (see Figure 15).
4. Select the desired numbering style ► **OK** button.

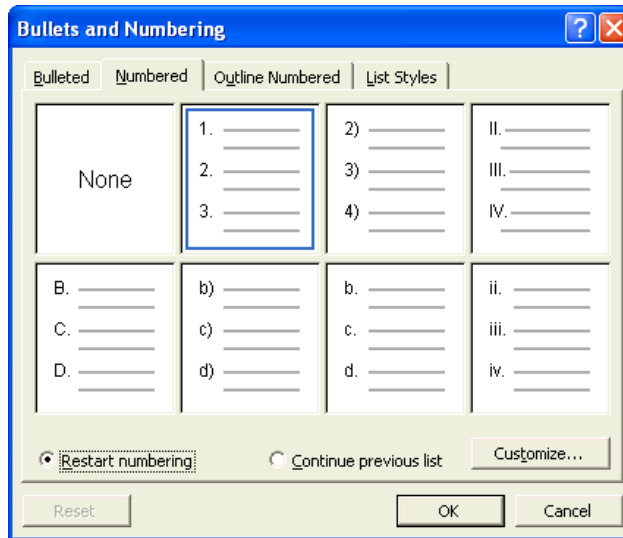


Figure 15 – The Numbered Tab

## **MULTILEVEL LISTS**

In addition to creating a bulleted and numbered list, Word 2003 also allows the creation of multilevel (outline numbered) lists by allocating various numbering schemes to each level of a list of items to distinguish the order. This feature is useful in arranging documents in a professional manner.

To create an outlined numbered list:

1. Place the *Insertion Point* where the outline numbered list is to begin.
2. Select the **Format** menu ► **Bullets and Numbering...** The *Bullets and Numbering* dialog box opens.
3. Select the *Outline Numbered* tab (see Figure 16)

**NOTE:** If none of the predefined bullet or numbering schemes meets the desired requirements, customize the bulleted or numbered list style. To customize the selected style, continue with step 4.

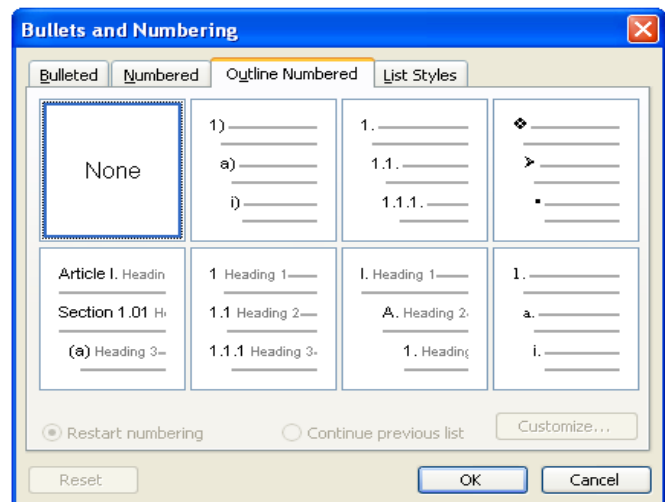


Figure 16 – Outline Numbered Tab

4. Select the **Customize...** button. The *Customize Outline Numbered List* dialog box opens (see Figure 17).

**NOTE:** Table 3 identifies each element in *Customize Outline Numbered List* dialog box.

5. Make the desired changes in the *Customize Outline Numbered List* dialog box.
6. Click the **OK** button.

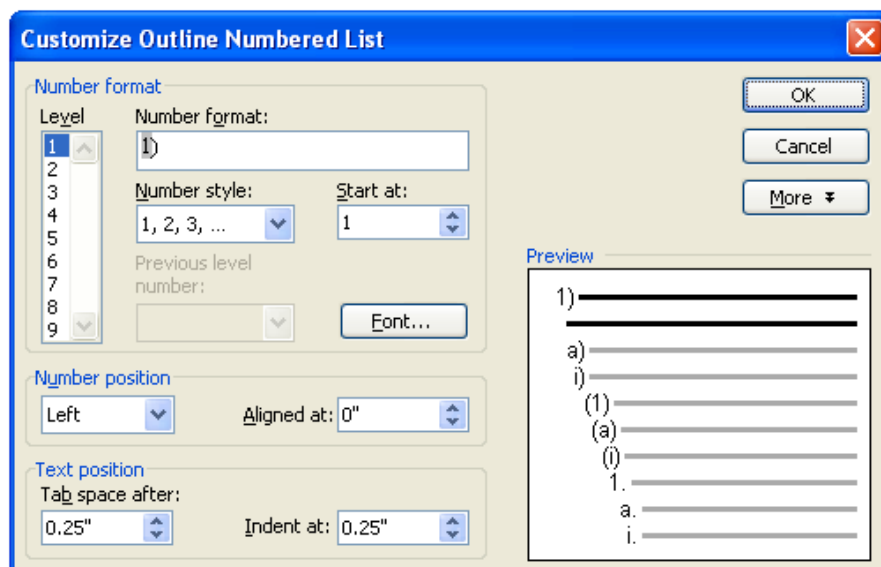


Figure 17 – Customize Numbered List Dialog Box

Table 3 – Elements of Multilevel Lists

Element	Description
<b>Level</b>	Selecting a number from the list allows the user to preview the number and bullet style applied at each level.
<b>Number format:</b>	Format the selected level by typing inside the box. (Only for a numbered list – not bullets).
<b>Number style:</b>	Clicking the drop-down arrow offers various selections of styles to choose from.
<b>Start at:</b>	An option to specify the starting letter or number for a list. (Not available for bullets).
<b>Font...</b>	Format the selected bullet or number style by changing colors, size, font style, etc.
<b>Previous level number:</b>	Click the drop-down arrow to view all the numbered styles.
<b>Number position</b>	Allows the user to position bullets or numbers to the left, right, or center.
<b>Aligned at</b>	Adjusts the alignment.
<b>Indents at</b>	Indents the text away or close to the bullets or number.

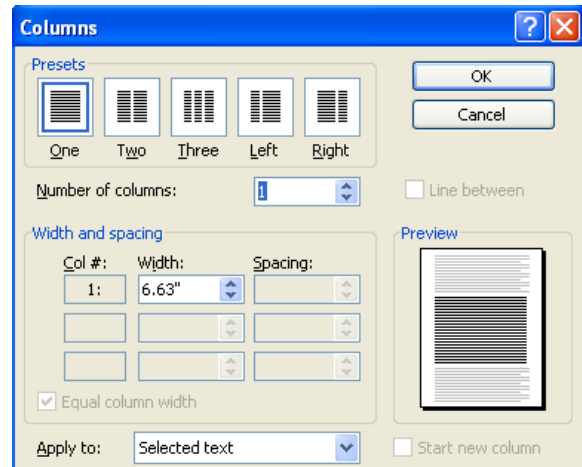
## COLUMNS

With Word 2003, it is easy to create newspaper-style columns that make text more appealing and readable. Column style is simple to apply since it automatically and continuously wraps the text from the bottom of one column to the top of the next. Column formatting can be applied to a section, selection, multiple sections, or even the entire document. The text that is formatted as a column depends on the position of the *Insertion Point* or the text selection.

To apply a column layout to a document:

1. Position the *Insertion Point* or highlight the text to apply a column layout.
2. Select the **Format** menu ► **Columns...** The *Columns* dialog box opens (see Figure 18).
3. Click the desired column style in the *Presets* section.
4. For more column selections, enter the desired number of columns in the *Number of Columns:* spin box.

5. Select the *Equal column width* check box to automatically adjust the sizes of all columns.
6. To apply different width and spacing for each column, deselect the *Equal column width* check box, and enter the desired values in the *Width:* and *Spacing:* spin boxes.
7. To put a line in between the columns, select the *Line between* check box. This will give a clear distinction between each column.
8. The *Apply to:* drop-down list allows changes to be applied to the whole document or to a selected portion of a document.
9. Click the **OK** button.



**Figure 18 – Customize Outline Numbered List Dialog Box**


## Working with Tables

It is sometimes useful to organize information by using tables in documents. A table is composed of horizontal rows and vertical columns. The intersection of a row and a column is referred to as a cell.

### **TABLES AND BORDERS TOOLBAR**

The **Tables and Borders** toolbar provides shortcuts for working with tables, including **Insert Table**, **Table AutoFormat**, **Outside Borders**, **Merge Cells**, **Split Cells**, **Sort Ascending**, and **Sort Descending** (see Figure 19).

To display the **Tables and Borders** toolbar:

1. Click the **Tables and Borders** button  on the **Standard** Toolbar

Or

1. Right-click the toolbar area and select **Tables and Borders** from the drop-down menu.

To close the **Tables and Borders** toolbar:

1. Click the **Close** button  on the toolbar.

Or

1. Click the **Tables and Borders** button on the **Standard** toolbar.



**Figure 19 – Tables and Borders Toolbar**

**NOTE:** Make sure to click the **Close** button on the **Tables and Borders** toolbar and not on the **Menu** bar or the **Title** bar.


**Table 4 – Elements of the Tables and Borders Toolbar**

Shortcut button	Command	Description
	Draw Table	Drag the mouse to draw a table.
	Eraser	Removes a table cell line.
	Line Style	Selects the desired style for the borderline.
	Line Weight	Selects the desired width for the borderline.
	Border Color	Selects the desired color for the borderline.
	Outside Borders	Adds or removes a specific border style around the selected object.
	Shading Color	Adds or changes the fill color or shading color for the selected object.
	Insert Table drop-down arrow	Inserts a table and applies AutoFit features.
	Merge Cells	Combines two or more adjacent cells into a single cell.
	Split Cells	Splits a cell or cells to create multiple cells.
	Cell Alignment	Positions contents at a desired place in a cell or cells.
	Distribute Rows Evenly	Changes the selected rows or cells to the same row height.
	Distribute Columns Evenly	Changes the selected columns or cells to the same column width.
	Table AutoFormat	Provides various types of shading and line formats to give the table a more professional look.
	Change Text Direction	Adjusts the selected text direction to read either horizontally or vertically.
	Sort Ascending	Sorts data in ascending order.
	Sort Descending	Sorts data in descending order.
	AutoSum	Calculates the sum of the values in the selected cells.

## **CREATING A TABLE**

There are several ways to create a table. To quickly create a simple table, use the **Insert Table** button, or enter the desired rows and columns in the *Insert Table* dialog box. Use the **Draw Table** tool to create a complex table.

To create a table by using the **Insert Table** button:

1. Click the **Insert Table** button  on the **Standard** Toolbar.
2. Drag to select the desired table size (see Figure 20).

To create a table using the *Insert Table* dialog box:

1. Select the **Table** menu ► **Insert** ► **Table....** The *Insert Table* dialog box opens (see Figure 21).
2. Enter the number of columns and rows in the text boxes in the *Table size* section.
3. Select how the table will be fitted on the page by selecting the desired option button in the *AutoFit behavior* section.
4. Click the **OK** button.

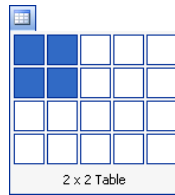




Figure 20 – Insert Table Button

To insert a table using Draw Table:

1. Open the **Tables and Borders** toolbar if it is not already displayed.
2. Click the **Draw Table** button . The cursor will change to a pencil  while hovering over the document.

**NOTE:** If the **Draw Table** button is already selected, it will be highlighted and have a box around it.

3. Draw the table on the page as desired.
4. Deselect the **Draw Table** button.

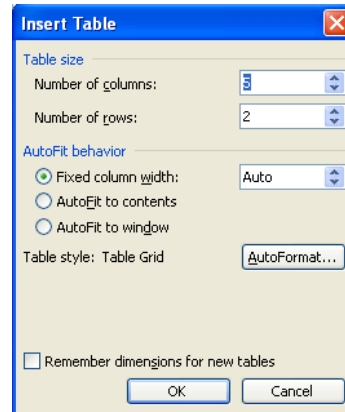


Figure 21 – Insert Table Dialog Box

## USING TABLE AUTOFORMAT

**Table AutoFormat** allows the selection of various types of shading and lines, which makes the table easier to view and adds a more professional look.

To use the Table AutoFormat feature:

1. Place the **Insertion Point** inside the table.
2. Select the **Table** menu ► **Table AutoFormat...**. The *Table AutoFormat* dialog box opens (see Figure 22).
3. Select the desired style in the **Table styles**: list box.
4. Click the **Apply** button.

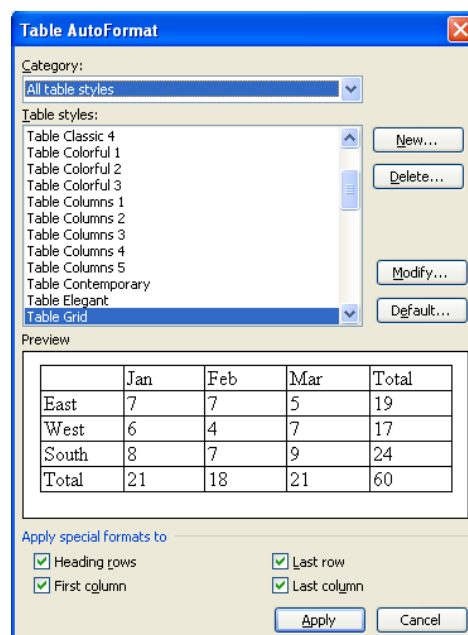


Figure 22 – Table AutoFormat Dialog Box

## **HIDING AND SHOWING GRIDLINES**

Gridlines are gray guidelines that border every cell of the table and are helpful in seeing how contents will appear in the table. Gridlines can be shown or hidden. When hidden, the gridlines appear in the document, but they are not printed with the table.


To hide or show gridlines:

1. Place the ***Insertion Point*** inside the table.
2. Select the **Table** menu ► **H**ide **G**ridlines or **S**how **G**ridlines.

## **INSERTING ROWS AND COLUMNS IN A TABLE**

If additional cells are needed in a table, add rows or columns to an existing table instead of recreating the table.

To insert rows and columns:

1. Place the ***Insertion Point*** in a cell of the row or column next to where the new row or column will be inserted.
2. Click the ***Insert Table*** drop-down arrow  on the **Table and Borders** toolbar and the **Insert Table** Menu appears (see Figure 23).
3. Select the desired option to insert new columns or rows.

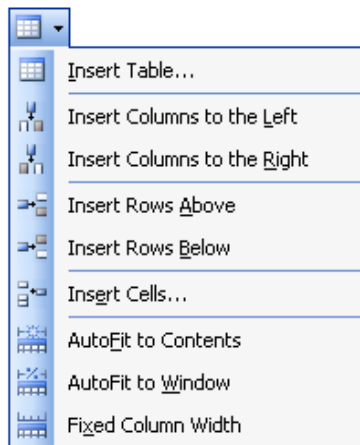


Figure 23 – Insert Table Menu

## **DELETING ROWS AND COLUMNS IN A TABLE**

Just like inserting a row or column, it is simple to delete rows or columns in a table. Deleting a column or row deletes the content also.

To delete rows and columns:

1. Place the ***Insertion Point*** in a cell of the row or column to be deleted.
2. Select the **Table** menu ► **D**elete ► **C**olumns or **R**ows.

## **MERGING CELLS**

Combining two or more cells in the same row or column into a single cell can be useful when there is content in a cell that spans an entire table, such as a table heading.

To merge cells:


1. Select the cells to be merged.
2. Click the **Merge Cells** button  on the **Tables and Borders** toolbar.



## **SPLITTING CELLS**

Splitting cells is the opposite of merging cells. A single cell can be broken into a multiple cells or a group of cells.

To split cells:

1. Highlight the cell or cells to split.
2. Click the **Split Cells** button  on the **Tables and Borders** toolbar. The *Split Cells* dialog box opens (see Figure 24).
3. Change settings as necessary. (For example, type 4 in the *Number of rows*: spin box to split the selected row into 4 rows).
4. Click the **OK** button.

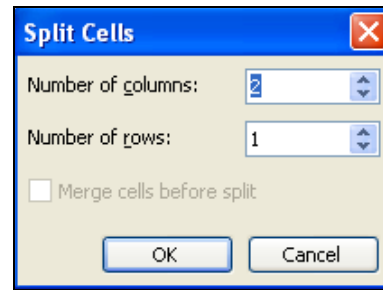


Figure 24 – Split Cells Dialog Box

## **AUTOFIT**

The **AutoFit** option adjusts text to automatically fit data into a table. The table will be resized once this feature is applied.

To AutoFit the table:

1. Place the *Insertion Point* inside the table to apply **AutoFit**.
2. Select the **Table** menu ► **AutoFit**. The **AutoFit** Menu appears (see Figure 25).
3. Select an option (see Table 5 for AutoFit Command Descriptions).

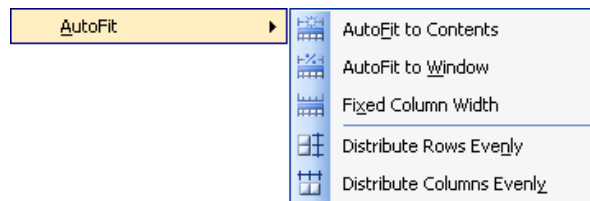




Figure 25 – AutoFit Menu

Table 5 – AutoFit Command

Command	Description
<b>AutoFit to Contents</b>	Automatically adjusts the width of columns in a table based on the length of the content in the columns.
<b>AutoFit to Window</b>	Automatically resizes the table so that it fits in the window of a Web browser.
<b>Fixed Column Width</b>	Makes every column a fixed width by using the current widths of the columns.
<b>Distribute Rows Evenly</b>	Changes the selected rows or cells to the same row height.
<b>Distribute Columns Evenly</b>	Changes the selected columns or cells to the same column width.

To AutoFit the table using the **Tables and Borders** toolbar:

1. Select the desired rows or columns.
2. Click the **Distribute Rows Evenly** button  or **Distribute Columns Evenly** button  on the **Tables and Borders** toolbar.

## **HEADING ROWS REPEAT**

If a table is split between multiple pages, the column headings can be assigned within the table to appear on multiple pages.



To create a repeating heading:

1. Highlight the heading row(s) that will be placed on multiple pages.
2. Select the **Table** menu ► **Heading Rows Repeat**.

## **SORTING TABLE DATA**

Text, numbers, or dates can be sorted in ascending or descending order. The ascending option sorts the data from lowest to highest, while the descending option sorts data from highest to lowest.

To sort a table:

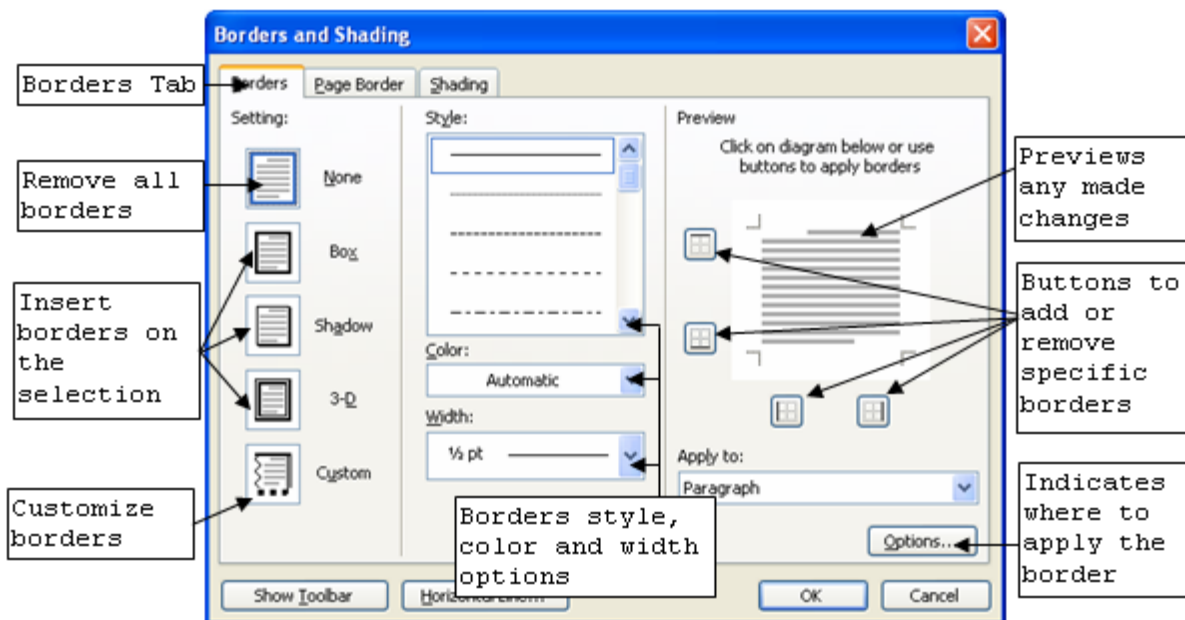
1. Place the **Insertion Point** in the column which contains data to sort.
2. Click the **Sort Ascending** button  or **Sort Descending** button  on the **Tables and Borders** toolbar.

## **USING BORDERS**

Borders are lines around an object and can be added to a table, a single cell, or multiple cells. It is also possible to remove existing borders.

To add or remove borders using the *Borders and Shading* dialog box:


1. Place the **Insertion Point** inside the table or in the desired cell(s).
2. Select the **Format** menu ► **Borders and Shading...** The *Borders and Shading* dialog box opens (see Figure 26).



**Figure 26 – Borders and Shading Dialog Box – Borders**

3. Select the **Borders** tab.
4. Select the options to add or remove borders.
5. Click the **OK** button.

To add or remove borders using the **Tables and Borders** toolbar:

1. Place the **Insertion Point** in the desired rows, columns, or cells.
2. Click the **Outside Border** drop-down arrow  on the **Tables and Borders** toolbar and select the border features.

## USING SHADING

Shading is the background color or pattern behind the text. Use shading to enhance the appearance of a table.

To apply shading:

1. Place the ***Insertion Point*** in the desired row(s), column(s), or cell(s).
2. Select the **Format** menu ► **Borders and Shading...**
3. Click the *Shading* tab (see Figure 27).

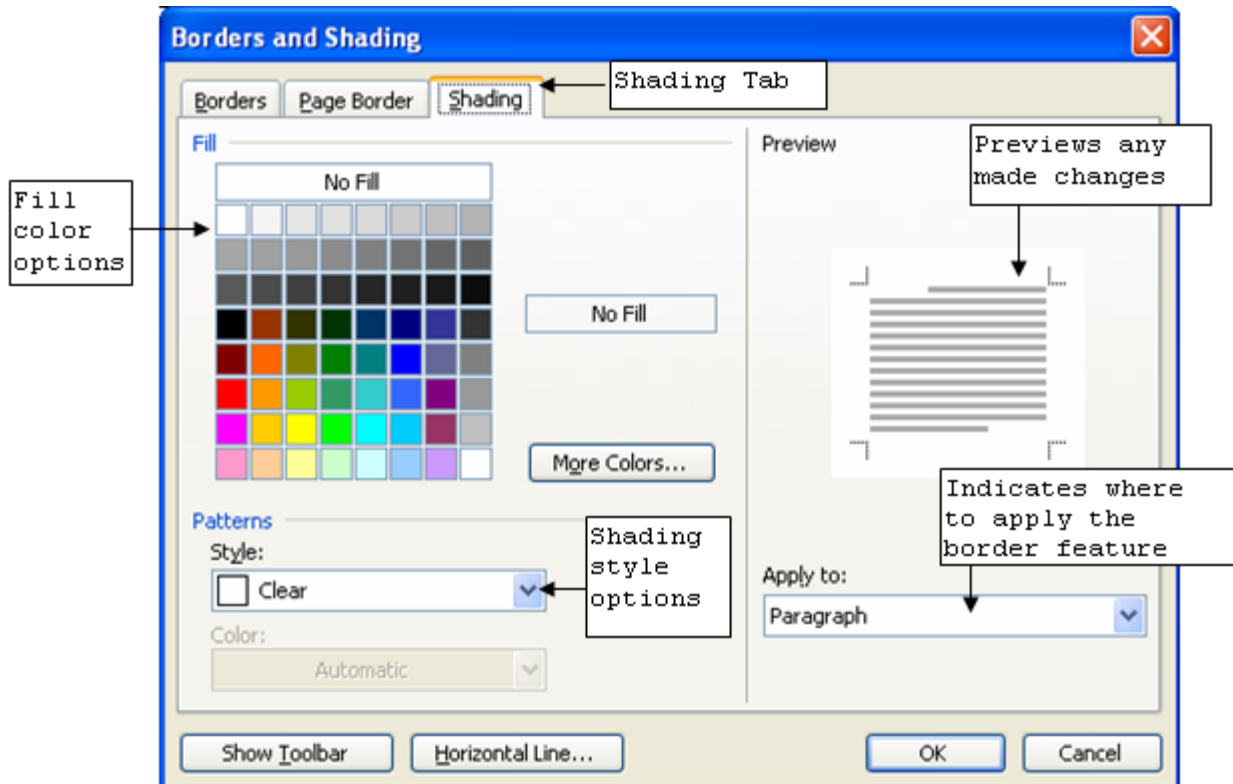



Figure 27 – Borders and Shading Dialog Box – Shading

4. Select the desired color or pattern to for the table.
5. Click the **OK** button.

To apply shading using the **Tables and Borders** toolbar:

1. Place the ***Insertion Point*** inside the table or in the desired cell(s).
2. Click the **Shading Color** drop-down arrow  on the **Tables and Borders** toolbar to apply shading features.

## TABLE PROPERTIES

Table properties provide additional options for formatting the table, including table size, alignment, text wrapping, row height, column width, cell size, alignment, etc.

To use table properties:

1. Place the insertion point inside the table or in the desired rows, columns, or cells.
2. Select the **Table** menu ► **Table Properties...** The *Table Properties* dialog box opens (see Figure 28).

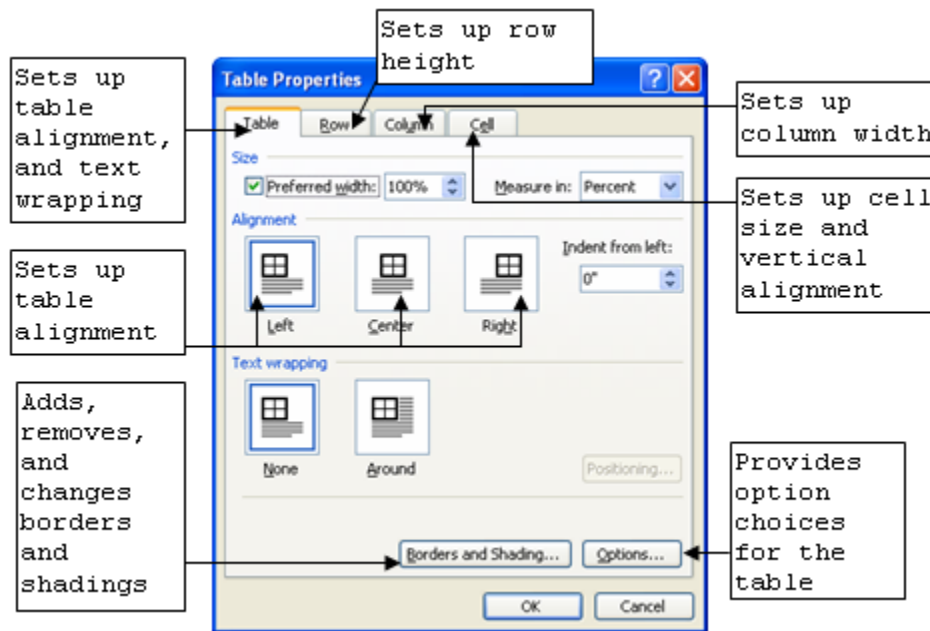


Figure 28 – Table Properties

3. Select the relevant tab.
4. Select desired options to format the table.
5. Click the **OK** button.


## Word Features

Word has many features and tools that are helpful in editing documents. These features include Spelling and Grammar check, Language, Thesaurus, Auto Correct and Track Changes.

### SPELLING AND GRAMMAR

Spelling and Grammar Check can be run simultaneously by clicking on the Spelling and Grammar button on the Standard toolbar. Spell check identifies words that are not in Word's dictionary and gives suggestions on the correct word or a more identifiable word. Grammar check also gives suggestions on incorrect verb tense, punctuation and other potential grammatical errors.

To use spelling and grammar check:

1. Position the insertion point at the top of the document to start from the beginning of the document.
2. Click the **Spelling and Grammar** button  on the **Standard** toolbar.
3. If there is an error in the document, the *Spelling and Grammar* dialog box opens (see Figure 29). Misspelled words are bolded and in red while possible grammatical errors are bolded and in green.
4. Select one of the suggested words in the **Suggestions:** list box.
5. Click the **Change** or **Change All** button.

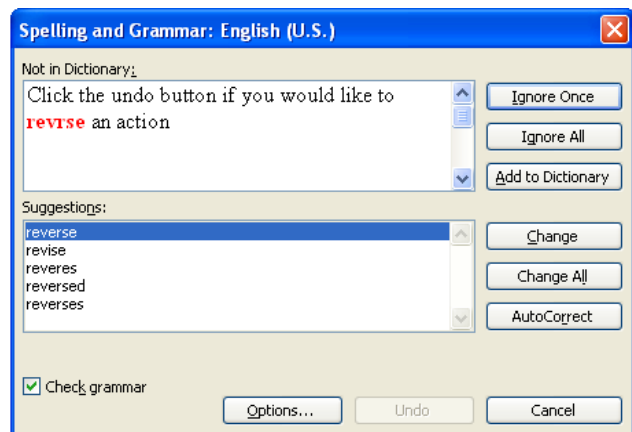


Figure 29 – Spelling and Grammar Dialog Box

**NOTE:** To ignore the suggestion, click the **Ignore** button. If it is spelled correctly and it is preferred that Word recognizes it in the future, add it to the dictionary with the **Add to Dictionary** button.

6. Click the **Undo** button to reverse an action.
7. Click the **OK** button after the Spelling and Grammar check has completed its task.

## **LANGUAGE AND THESAURUS**

Microsoft Word offers a selection of specific languages (Spanish, French, German, etc.) for Spell check to work with; a Thesaurus is also provided.

To set a specific language other than English:

1. Select the **Tools** menu ► **Language** ► **Set Language...** The *Language* dialogue box opens (see Figure 30).
2. Locate and select the preferred language in the **Mark selected text as:** list box.

**NOTE:** Selecting the **Do not check spelling or grammar** check box will inhibit Word 2003 from identifying misspelled words.

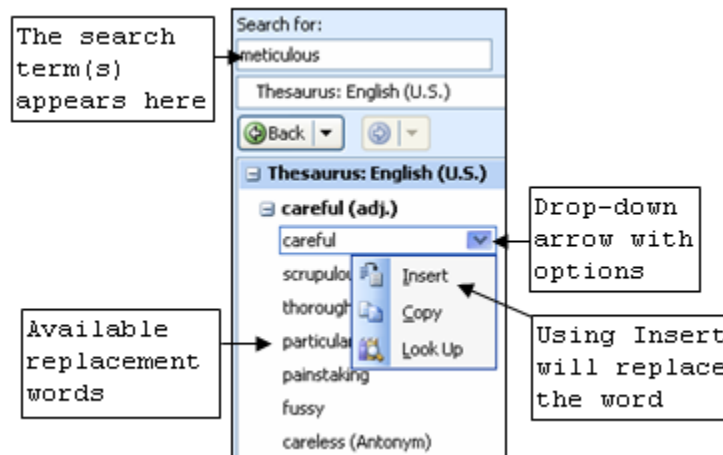
3. Click the **OK** button.



**Figure 30 – Language Dialog Box**

To use the Thesaurus:

1. Highlight the word to look up in the Thesaurus.
2. Select the **Tools** menu ► **Language** ► **Thesaurus...** The **Research** Task Pane opens (see Figure 31). Pointing to an alternative word in the given list causes a drop-down arrow to appear.
3. Click the drop-down arrow.
4. Select **Insert** to replace the previous word.






**Figure 31 – Research Task Pane – Thesaurus**

## **RESEARCH TASK PANE**

The **Research** Task Pane uses both the online and offline sources to locate responses to queried topics. This can include information in the news, the definition or synonym of a word, the meaning

of a foreign-language word, or translating a word into another language. The **Research** Task Pane can be opened from the **Standard** toolbar.

To open the **Research** Task Pane:

1. Select the **Research** button  on the **Standard** toolbar. The **Research** Task Pane opens (see Figure 32).
2. Enter the desired topic in the *Search for:* text box.
3. Use the drop-down arrow  to select the sources from which information will be obtained.
4. Click the **Go** button . A list of information and/or resources will appear.

5. Select the desired information.

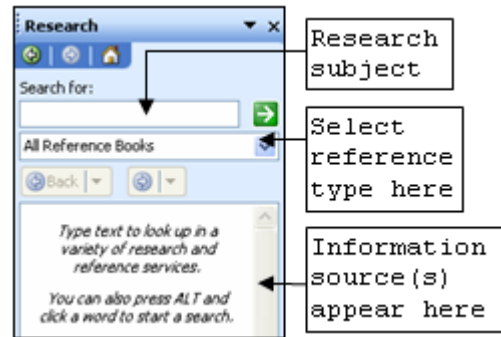


Figure 32 – Research Task Pane

## **AUTOCORRECT**

The AutoCorrect feature allows the user to select or deselect automatic corrections while typing. It can be helpful to have Word correct typing errors, such as ensuring a capital letter after a period.

To select or deselect AutoCorrect:

1. Select the **T**ools menu ► **A**utoCorrect **O**ptions.... The *AutoCorrect* dialog box opens displaying the AutoCorrect options (see Figure 33).
2. Click the desired check boxes.

**NOTE:** A check mark selects an option; when there is no check mark the option is deselected.

3. Click the **E**xceptions... button and select the various exceptions to the rules set in AutoCorrect.
4. Click the **A**dd button after selecting the exceptions (see Figure 34).

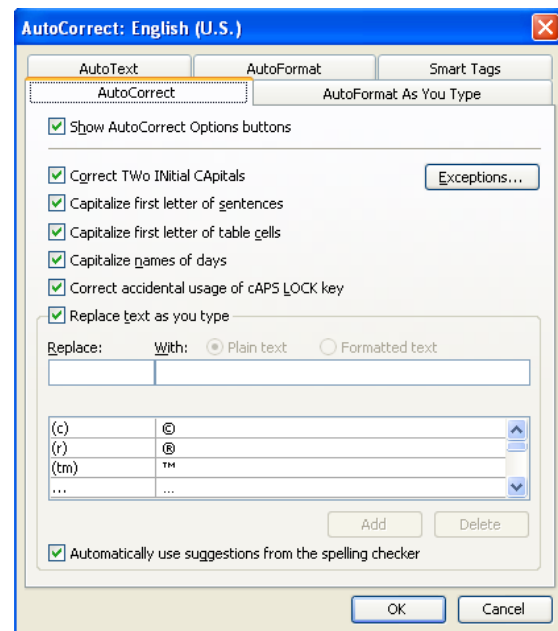


Figure 33 – Auto Correct Dialog Box

**NOTE:** It is possible to select as many exceptions as needed.

5. Click the **OK** button to close the *AutoCorrect Exceptions* dialog box.
6. Click the **OK** button to close the *AutoCorrect* dialog box.

To select the AutoFormat as You Type option:

1. Select the **Tools** menu ► **AutoCorrect Options...** The *AutoCorrect* dialog box opens (see Figure 33).
2. Select the *AutoFormat As You Type* tab; the available options will be displayed (see Figure 35).
3. Click the desired check boxes.
4. Click the **OK**.



Figure 34 – Exceptions Dialog Box

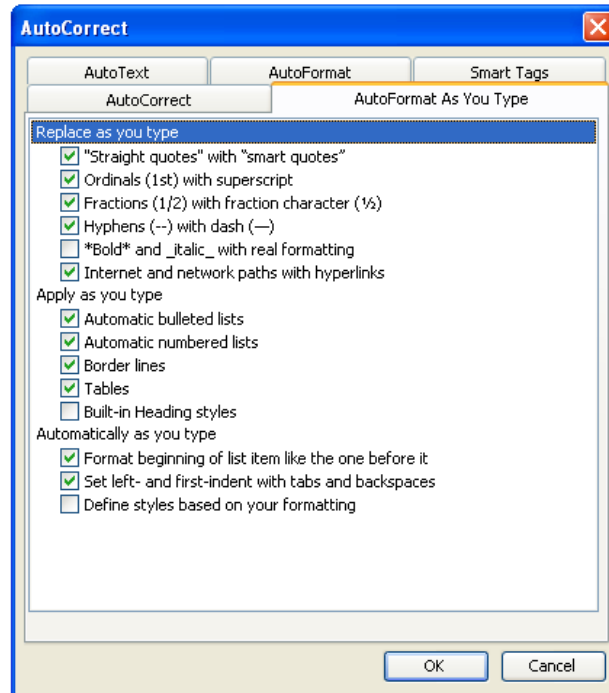


Figure 35– AutoFormat as You Type

## **AUTOTEXT**

AutoText allows the user to insert frequently used text and graphics using a keyword called the AutoText entry name. AutoText entries are an excellent way to store addresses or letter salutations.

To create an AutoText entry:

1. Select the desired text for the AutoText entry.
2. Select the **Insert** menu ► **AutoText** ► **New...** The *Create AutoText* dialog box appears (see Figure 36).
3. Enter the desired AutoText entry name.
4. Click the **OK** button.

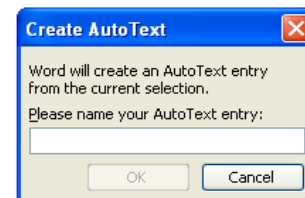


Figure 36 – Create AutoText Box



**NOTE:** AutoText functions by recognizing the first four letters of any AutoText entry. Anytime the recognized letters are entered into the document, Auto Text will pop-up on the screen, prompting the user to press the **[Enter]** key. Pressing the **[Enter]** key will enter AutoText information into the document.



## Find and Replace

This find feature is used to find specific text in an open document. When Word finds the text, it selects it. Find and Replace can also be used to make alterations within a document.

To use the Find feature:

1. Click the **Select Browse Object** button  on the **Vertical Scroll Bar**. The buttons list appears.
2. Select the **Find** button . The *Find and Replace* dialog box appears (see Figure 37).
3. Type the word or phrase to find in the **Find what:** box.
4. Click the **Find Next** button as many times as needed until the *Microsoft Office Word* message window pops up notifying the user that Word has finished searching the document.
5. Click the **OK** button.

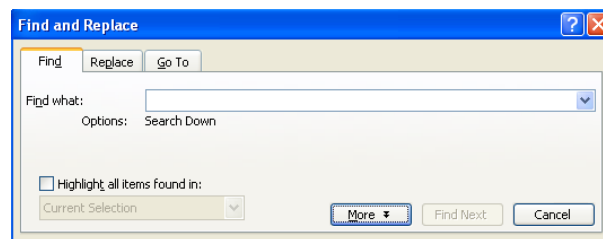


Figure 37 – Find and Replace Dialog Box




**NOTE:** By selecting the **More** button , a variety of ways to find words become available. There are five additional criteria for finding words (see Table 6). To have the specific search word highlighted every time it is found in the document, select the **Highlight all items found in:** box.

Table 6 – Find Word Search Options

Search Option	Description
Match Case	Word only finds text that exactly matches the characters in the Find what box, including upper and lowercase characters.
Find whole words only	Ignores text that appears as part of another word.
Use wildcards	Allows the use of an asterisk * or question mark ? to search for words that fit a pattern. For example s?t finds sat, set, or sit. S*t finds shirt, shot, and sport.
Sounds like	For words that have multiple correct spellings, like theatre or theater.
Find all word forms	Finds both singular and plural forms of the search text if it is a noun. Finds all possible tenses of the root form if it is a verb. (This option is unavailable if either the Use Wildcards or Sounds like option is selected.)

To use the Replace feature:

1. Click the **Select Browse Object** button  on the **Vertical Scroll Bar**. The buttons list appears.
2. Select the **Find** button . The *Find and Replace* dialog box appears (see Figure 37).
3. Select the **Replace** tab (see Figure 38).
4. Enter the word or phrase to find in the **Find what:** box.
5. Enter the word or phrase to replace it in the **Replace with:** box.
6. To find the next match click the **Find Next** button. The word or phrase in the text will highlight.
7. Click the **Replace** button.

**NOTE:** It is possible to click the **Replace** button without clicking the **Find Next** button. In this case, each click will return highlighted word or phrase that has already been replaced. Clicking the **Replace All** button replace every match in the document simultaneously.



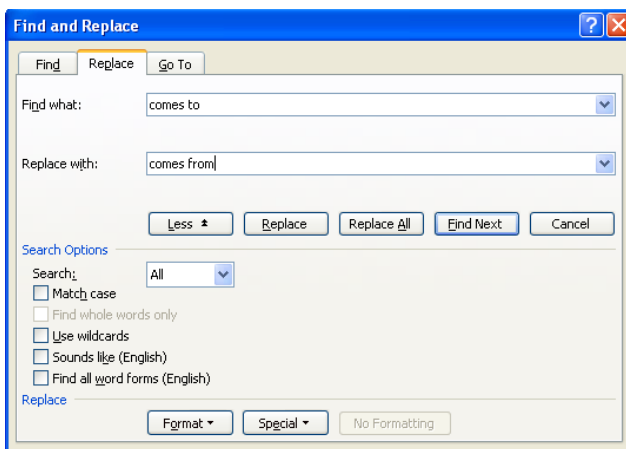


Figure 38 – Replace Tab on the Find and Replace Dialog Box

## TEMPLATES

Templates provide a framework for certain types of documents that are can be used more than once. Word provides several categories of templates, including Letters and Faxes, Legal Pleadings, Memos, Reports, Web Pages, and Publications. The **New Document** Task Pane allows the user to access any of the available templates in Word.

To open a template to create a document:

1. Select the **File** menu ► **New....** The **New Document** Task Pane appears (see Figure 39).
2. Select the desired template link in the **Templates** section of the task pane.

NOTE: There are three template links available (see Table 7).

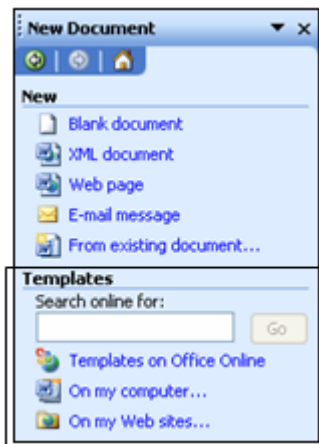


Figure 39 – Template Selection on the New Document Task Pane

Table 7 – Templates

Template Selection	Description
Templates on Office Online	Opens Microsoft Online and offers a selection of templates there.
On my computer...	Opens access to Microsoft templates offline.
On my Web sites...	Allows the user to browse folders and files on Web servers.


## Web Features

Word has features such as Bookmark, Hyperlink, and Themes to enhance a document or simple web page.

## **HYPERLINK**

Hyperlinks are words that, when clicked, will take the user to a defined URL (Uniform Resource Locator – an address on the Web), a location in the same document (through the use of bookmarks), or a different document. The color of a hyperlink can be changed or deactivated. Hyperlinks are not limited to using only text characters; images can contain hyperlinks. Hyperlinks are commonly used in Web pages, but they can be very useful in an ordinary document, especially when using bookmarks.

To insert a hyperlink:

1. Select the text that will have a hyperlink.
2. Click the **Insert Hyperlink** button  on the **Standard** toolbar. The *Insert Hyperlink* dialog box opens (see Figure 40).
3. Click the **Existing File or Web Page** button in the *Link to:* section.

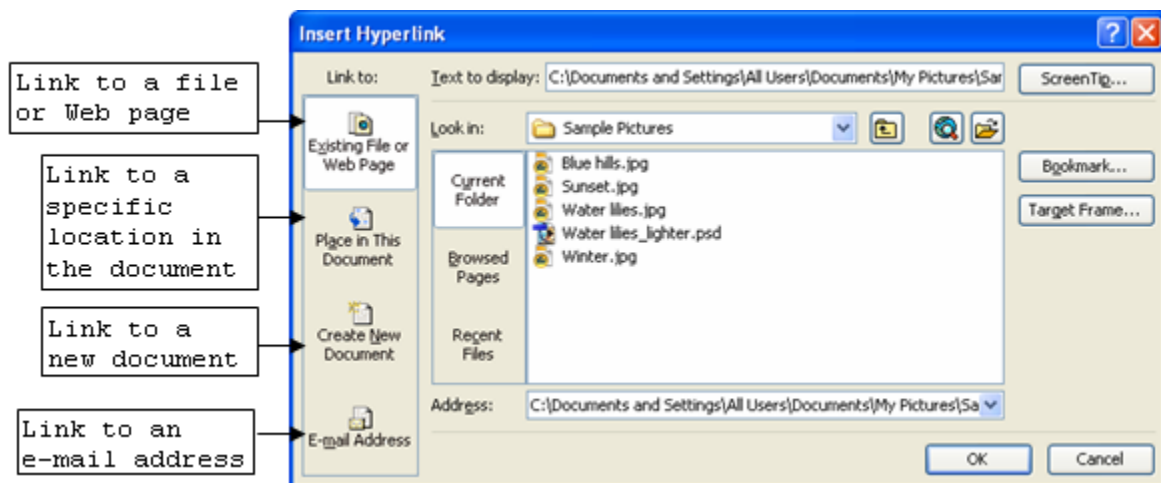


Figure 40 – Insert Hyperlink Dialog Box

4. Enter the Web address in the **Address:** text box, or locate a file to link to using the **Look in:** textbox.
5. Click the **OK** button.

**NOTE:** Word 2003 also allows the user to add a hyperlink in the form of an image.

## **BOOKMARKS**

Bookmarks can be used to link to a specific part of a document or a location in a different document. It is commonly used on Web pages but it can also be used in documents that are lengthy. A good example is the table of contents; readers can simply click a topic, and they will be taken to that section of the document.

To insert bookmarks:

1. Click the text where a bookmark should be added.
2. Select the **Insert** menu ► **Bookmark...** The *Bookmark* dialog box opens (see Figure 41).
3. Type the desired bookmark name inside the **Bookmark name:** textbox.

**NOTE:** Do not include spaces when adding bookmark names.

4. Select the desired option button, and then click the **Add** button.

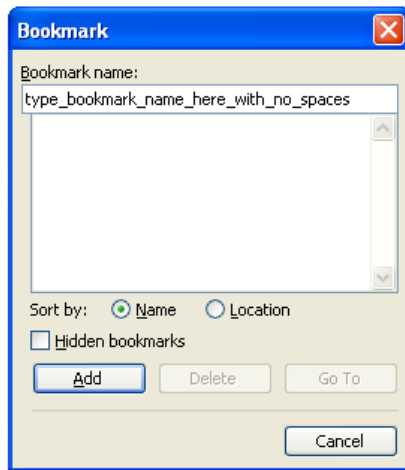



Figure 41 – Bookmarks Dialog Box

To apply the bookmark:

1. Highlight the text that will link to the bookmark.
2. Click the **Insert Hyperlink** button  on the **Standard** toolbar. The *Insert Hyperlink* dialog box opens (see Figure 40).
3. Click the **Place in This Document** button in the *Link to:* section (see Figure 42).

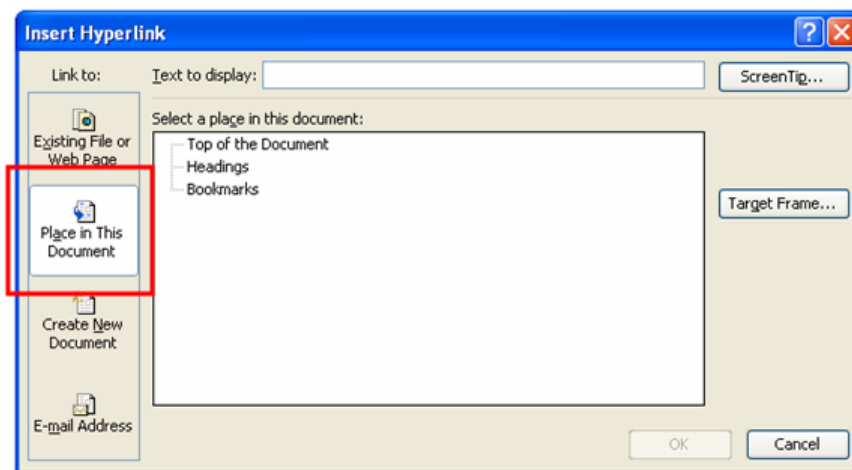


Figure 42 – Insert Hyperlink Dialog Box: Place in This Document

4. Select the bookmark that the text will link to under “*Bookmarks*” in the *Select a place in this document:* list box.
5. Click the **OK** button.

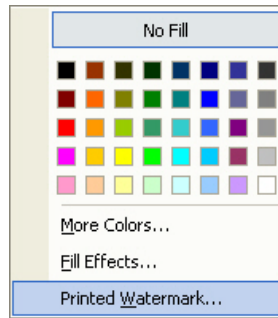
## **BACKGROUND**

Backgrounds are commonly used in Web page development to add color. These gives the page or document a striking look. Backgrounds can use one color, a gradient of two colors together, a texture, a pattern, or a picture. When creating a document with a background, the page should be viewed in *Web Layout* view.

To add a background color to a document or page:

1. Select the **Format** menu ► **Background**. The **Fill** color palette will open (see Figure 43).
2. Select a color from the palette or click the **More Colors...** link for a larger selection of colors (see Figure 44).

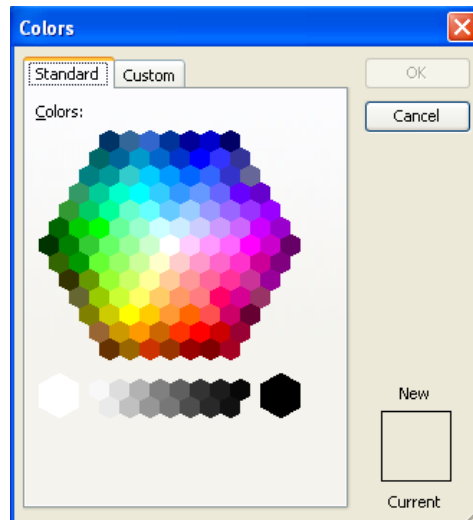
**NOTE:** When choosing the **More Colors...** option, choose a color from the *Standard* palette or from the *Custom* palette sections of the *Colors* dialog box.



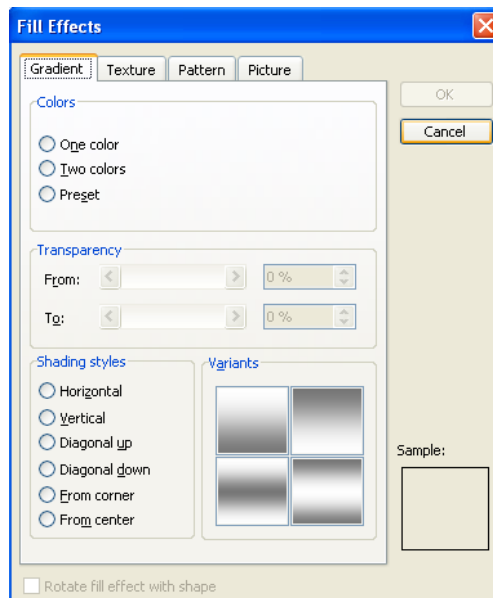
**Figure 43 – Fill Color Palette**

To add a gradient background, a texture, a pattern, or a picture:

1. Select the **Format** menu ► **Background**. The **Fill** color palette will open (see Figure 43).
2. Click the **Fill Effects...** link. The *Fill Effects* dialog box opens (see Figure 45).



**Figure 44 – Fill Colors Dialog Box**



**Figure 45 – Background Fill Effects**

**NOTE:** Depending on the desired fill effect, the user can select the *Gradient*, *Texture*, *Pattern*, *Picture* tab on the dialog box.

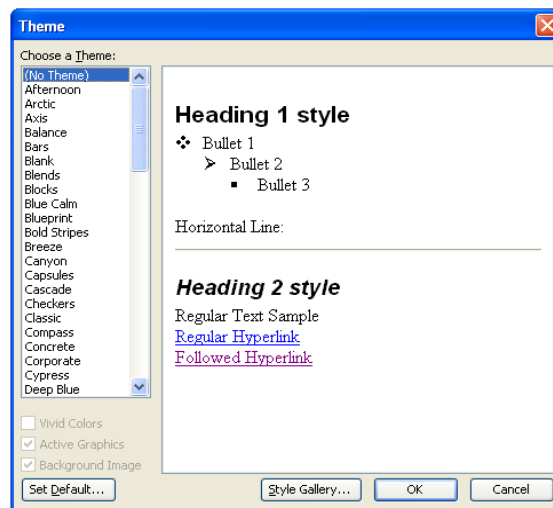
3. Once the preferred effect has been selected, click the **OK** button.

## **THEMES**

Themes are predefined designs that will provide a consistent look to a document or web page. Design elements that are included in a theme are the heading styles, bullets, horizontal lines, regular text, regular hyperlinks, and followed hyperlinks.

To choose a theme:

1. Select the **Format** menu ► **Theme...** The *Theme* dialog box opens (see Figure 46).
2. Select a theme in the **Choose a Theme:** list box. A sample of the theme will be shown on the *preview* section (right side) of the dialog box.
3. Click the **OK** button.



**Figure 46 – Themes for Web Feature**