

The Easy Way Series

Word 97
Level One



Word 97, Level One
Software Learning Guide
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Contents

Getting Started	1
Word 97 Specific Applications	1
Starting Word 97	1
What to Expect	1
Parts Of The Word Window	2
Word 97 Operation	3
Word Processing Introduction	3
Word Processing	3
Word Wrap	3
Getting Help	4
Getting Help	4
Editing A Document	6
Introduction	6
Moving Within A Document	6
Keyboard Methods Of Moving	6
Mouse Methods Of Moving	7
Changing The Text	7
Using The Overstrike Mode	9
Canceling An Operation	9
Saving A Document	10
Introduction	10
Saving A Document For The First Time	10
Re-Saving A Document	11
Saving A Document Under A New Name	11
Closing The Document	12
Opening A Document	13
Printing A Document.....	14
Introduction	14
Viewing A Document	14
Printing A Document	15
Making It All Look Great	16
Introduction	16
Keyboard Method of Selecting Text	17
Mouse Method of Selecting Text	18
Adding Bold To Text	19
Adding Underline To Text	20
Italic Text	20
Italic & Underline Text	21
Justifying Text	22
Centered Text	23
Justifying Right	23
Formatting Exercise	25
Text Attributes Exercise	25

Changing Layout Settings	26
Introduction	26
Margin Settings	27
Page Numbering	28
Headers and Footers	29
Creating the Header	30
Creating The Footer	30
Tab Setting	32
Introduction	32
Using Tabs	33
Writing A Business Letter	34
Introduction	34
Automatic Date Entry	34
Spell Checking	36
Introduction	36
Using Spell Check	36
Text Selection Operations	38
Introduction	38
Copying Text	38
Cutting & Pasting Text	39
Copying Text From One Document To Another	39
Newspaper Columns	42
What Are Newspaper Columns?	42
Establishing Multiple Columns	42
Using The Column Button	43
Returning To A Single Column	44
Appendix A: Menu System	46
File Menu	46
Edit Menu	47
View Menu	48
Insert Menu	49
Format Menu	50
Tools Menu	51
Table Menu	52
Window Menu	53
Help Menu	53
Glossary	54
Index	60

Getting Started

Word 97 Specific Applications

Some of the common applications for which you can use Word 97 are:


- Letters
- Memoranda
- Résumés
- Mailing Labels
- Mail Merge
- Envelopes
- Form Letters
- Keyboard Merging
- Reports
- Coversheets
- Graphic Lines
- Print Graphics
- Corporate Graphics
- Overhead Projector Slides
- Time Tables
- Rate Charts
- Certificates

Starting Word 97

After installing Word 97 according to the manuals, you must first gain access to Windows95 before starting up the software program.

When Word 97 is installed, an icon is automatically created under the Programs Menu in your Start Menu.

Start Word 97:

1. Click  Start
2. Click **Programs**
3. Click  Microsoft Word

The pointer will turn into an hourglass. This means that Word 97 is being loaded.

You are now presented with a new, blank document on which to work.

What to Expect

You will experiment with the basic features of the Word 97 program. All of the lessons involve hands-on exercises, which means you will not only read, but actually perform the tasks in Word 97.


In order to remember the skills you learn, it is important that you practice those skills. Studies have shown that retention of learning increases greatly when exercises are repeated within the first two weeks after learning the material. As you begin to get comfortable with the tasks you've mastered, you will feel more comfortable experimenting with other features of Word 97 on your own. Soon, with a little practice, you will become a Word 97 expert!

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Parts Of The Word Window

Specific menus are covered in detail in Appendix A located in the back of this manual.

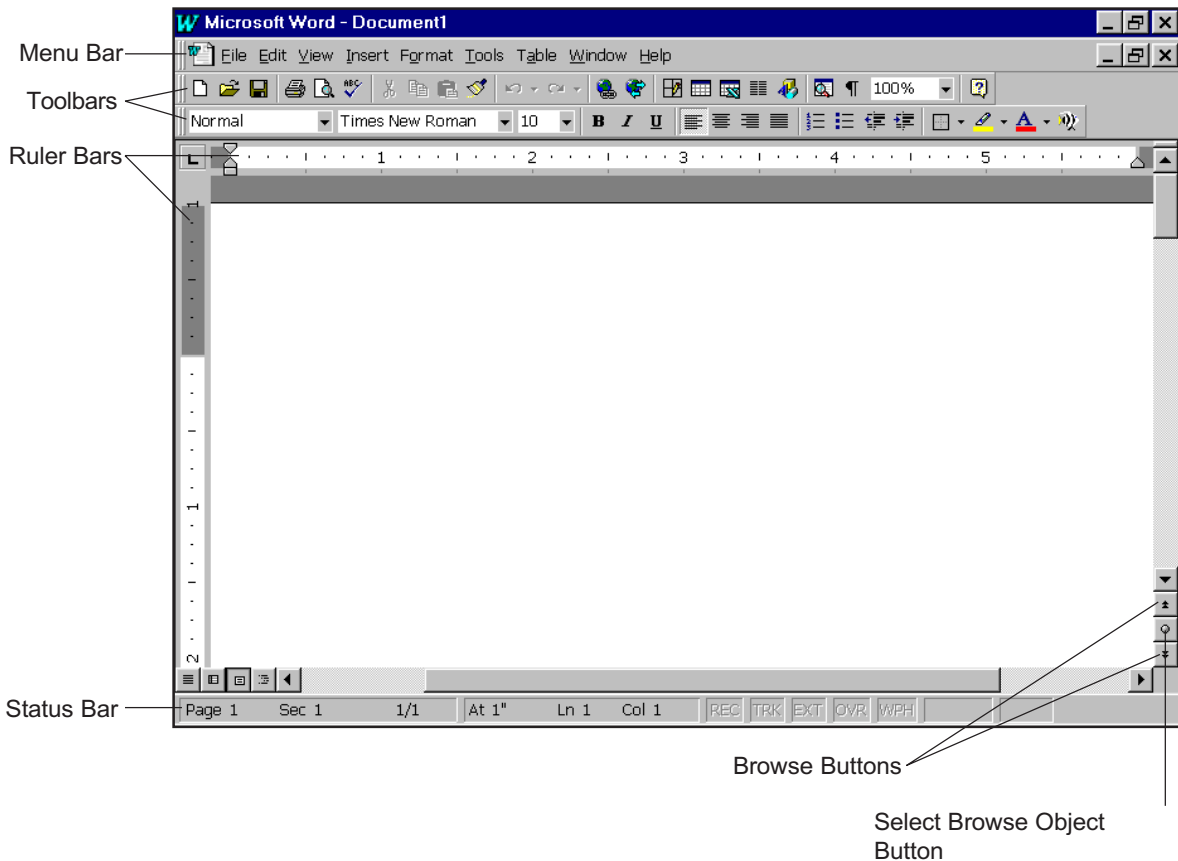
Menu Bar: The menu bar is located at the top of the screen. It is the row of words beginning with “File” and ends with “Help.” These menus contain the many options available to you in Word 97. To access the menu commands, simply click on the menu word and select from the resultant list. Using the keyboard, hold down the <ALT> key while typing the underlined letter from the menu selection.

Toolbars: Both the Standard and Formatting toolbars automatically appear on the Word '97 screen. Each offers buttons as shortcuts. For example, instead of clicking **File** (from Menu Bar) and choosing **Save**, you could simply click  (the Save Button).

Ruler Bars: Rulers allow you to gain perspective on your position on the page. The white area is your working area and the grey edges indicate the space between the margins and the edge of the paper.

Status Bar: The Status Bar provides current information about your document. The exact location of your cursor is indicated and, after resting your mouse on a Toolbar button, information about that button is displayed on the Status Bar.

Browse Buttons: These buttons allow you to scroll through your document page by page, graphic by graphic, footnote by footnote and in many other ways. Word '97 automatically is set to browse page by page. To change this setting, click the **Select Browse Object** button and choose a new Browse criteria.



Word 97 Operation

Word Processing Introduction

In this lesson, you will create your first document in Word 97. It's important that you take Word 97 out for a test drive, and you should get a feel for the keys and the touch that you will need on your personal computer.

Word Processing

Your cursor, the flashing line on the computer screen, shows you where text will appear on the screen when you begin to type. The cursor automatically starts on the upper left side of your document.

1. Please type the following paragraph. **Do not press the <Enter> key until the end of the paragraph.** Your text will lay out differently than paragraph below. Word 97 can automatically adjust the amount of letters that can print across a line depending on the size and style of the letters.

Most of us have heard by now that we are living in the information age. We are no longer primarily an industrial culture, but a communication one. We live in a time when new ideas, movements, and concepts change the world almost daily, whether they are as profound as quantum physics or as mundane as the best-marketed hamburger.

Word Wrap

This paragraph demonstrates word wrap. Word wrap is the ability of Word '97 to sense the right margin as you are typing and automatically "break" the line, pushing the text down to the next horizontal typing line. You don't have to worry about typing off the edge of the paper with Word '97!

Your screen should look like this:

Most of us have heard by now that we are living in the information age. We are no longer primarily an industrial culture, but a communication one. We live in a time when new ideas, movements, and concepts change the world almost daily, whether they are as profound as quantum physics or as mundane as the best-marketed hamburger.

Notice that as you type, Word 97 automatically continues the text on the next line when you get to the right margin.

Getting Help

Getting Help

Word 97's Help features include a table of contents, an index, and even an Office Assistant. To access Help:

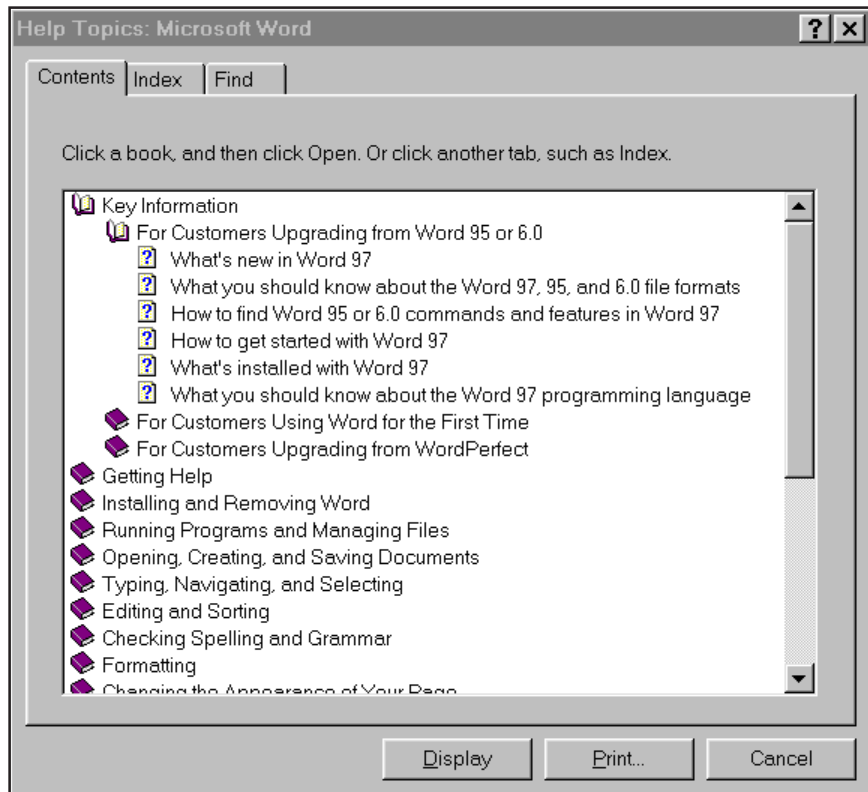
1. Click **Help**
2. Click **Microsoft Word Help**

This activates the Office Assistant which provides help topics and tips:

To see the complete Help screen:

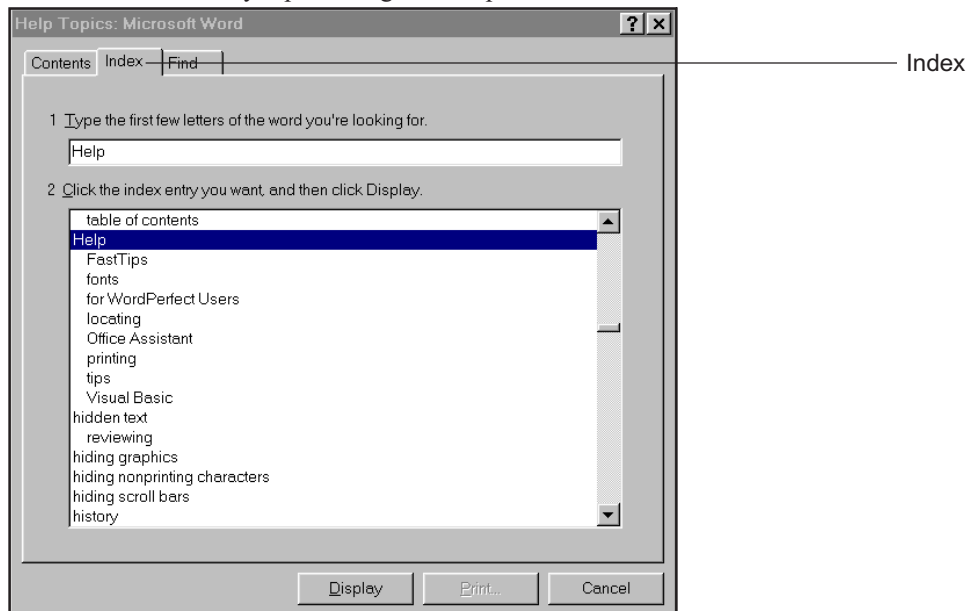
1. Click **Help**
2. Click **Contents and Index**

Your screen should look like this:

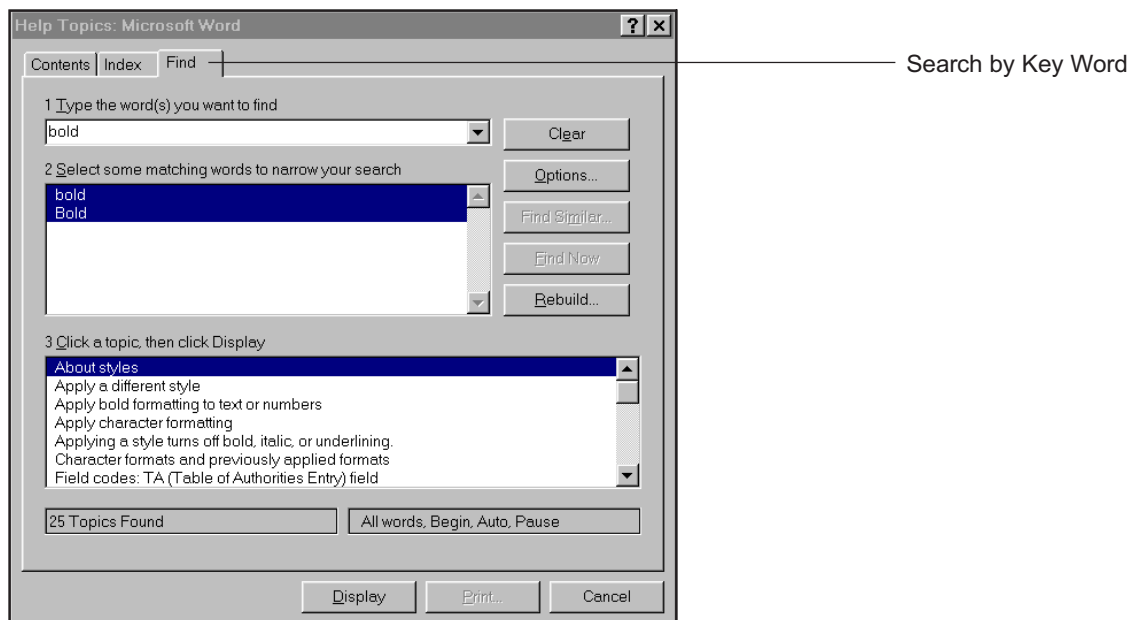


To read what is in a section, double-click on the book icon. When a ? appears, you have reached actual topics. Double-clicking the ? will give you a dialog box with a description of the topic.

You can also search by topic through the help section's index:



And you can search by key words and Word 97 will show you relevant topics to search:



Using Help in Word 97 can quickly and easily answer commonly asked questions. You should use this resource often when you are exploring and learning in Word 97.

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Editing A Document

Introduction

One of the most powerful features of a computer is the ability to change information that is already stored in it. With Word 97, you can add text to an existing document, or alter, edit, and delete sections of a document that have already been created. In the next lesson, you will edit your document by adding and removing some information.

The key to successful editing is the ability to move to the area where you need to make changes, and then make those changes with the least number of keystrokes. You will begin by experimenting with some of the movement keys in Word 97.

Moving Within A Document

Before you can edit your document, you need to know how to move the cursor.

Most people start moving their cursor one character at a time, using the arrow keys.

1. Press →

Your cursor moves one space to the left. Try pressing the arrow key several times. Your cursor moves several times.

2. Try experimenting with the other arrow keys to move your cursor up, down, left, and right.

If you hold the arrow key down, your cursor will move through the text even faster. Computer keyboards will automatically repeat an operation if a key is continually depressed.

Keyboard Methods Of Moving

Moving one character at a time is handy, but sometimes you will want to move around your document more quickly.

1. Practice these keystrokes to move around your documents:

← or →	moves cursor one character at a time
↑ or ↓	moves cursor one row at a time
<Ctrl> ← or →	moves cursor one word at a time
<Ctrl> ↑ or ↓	moves cursor one paragraph at a time
<Home>	moves cursor to beginning of current line
<End>	moves cursor to end of current line
<Ctrl-Home>	moves cursor to beginning of document
<Ctrl-End>	moves cursor to end of document
<Page Up>	moves cursor up one screen
<Page Down>	moves cursor down one screen

You cannot practice the <CTRL-Up Arrow> shortcut because this document is only one paragraph long. Try it later when you are working in another document.

Mouse Methods Of Moving

Some Word 97 users prefer using a mouse to move through their documents. There are two ways to utilize the mouse for this purpose.

You can move your text cursor anywhere on your current screen by moving the mouse to that area and clicking the mouse button.

Another way to move through a long document is to use a **scroll bar**. You should have two scroll bars along the bottom and right edge of your screen. The vertical scroll bar has an arrow at each end pointing up or down, which represents the top and bottom of your document. The horizontal scroll bar has an arrow pointing left and right, which represents the left and right sides of your document. They both have a square inside the strip that visually depicts your approximate placement in the document. At this moment, the square should be at the top of the vertical scroll bar and at the left of the horizontal scroll bar.

There are several ways to use the scroll bar. Here are two popular methods:

1. Click on either arrow in a scroll bar to move one way or the other in the document. If you hold down the mouse button, you will scroll faster.
2. Click on the square and hold the left mouse button down. Drag the square to either end of the scroll bar depending on where you want to go within the document.

When you use the scroll bars to move in a document, you are not actually moving the cursor. The page number in the lower, left corner of your screen does not change when you scroll to another page. As soon as you click, or insert, your cursor on the page, the page number in the corner of your screen will change to update the cursor's location in the document.

When you move in a document, the square within the scroll bar moves as well. This tells you your relative position within the document.

Changing The Text

To add text to a document, you may simply begin typing. The words will be inserted at the cursor, automatically pushing the other words over and down to make room. To remove characters, two keys are used: **<Delete>** and **<Backspace>**

- <Delete>** Removes one character to the *right* of the cursor
- <Backspace>** Removes one character to the *left* of the cursor

You will now make some changes to what you have already typed.

1. Place your cursor right before the letter "t" in the word "time". It is located in the middle of the paragraph.
2. Press **<Delete>** (only once)

The letter "t" was erased. The **<Delete>** key will erase the character positioned directly **to the right** of the cursor. The **<Delete>** key will erase only one character at a time, unless the key is hold down continuously. Notice that the cursor itself does not move. It stays in its original position, and characters are drawn into it.

3. Type the letter "t".

Notice that the “t” is now to the *left* of the cursor. Remove the letter “t”:

4. Press **<Backspace>**

The letter “t” was erased. The **<Backspace>** key will erase the character positioned directly **to the left** of the cursor. The **<Backspace>** key will erase only one character at a time, unless the key is hold down continuously. Notice that as the cursor moves, the remaining characters are drawn along with it.

Now you will use some keystrokes to delete a whole word at once.

3. Move your cursor to the end of the rest of the word “time.”

4. Press **<Ctrl-Backspace>**

This deleted the rest of the word “time” because the cursor was touching that word. These keystrokes will work on any word, as long as the cursor is positioned at the end of that word.

Now you are ready to type in a replacement for the word “time.” You will replace “time” with the word “era”:

5. Press **<Space Bar>**

6. Type **era**

As you type the new word, the existing words are automatically pushed to the right so that you don’t lose the existing text. Because of this, adding text to a document is very easy. The word wrap feature automatically moves text to the next line as new text is added.

1. Delete the next word, “when,” using the Delete Word shortcut.

Now type the word back into the paragraph.

2. Press **<Space Bar>**

3. Type **when**

Notice that the sentence should read, “We live in an era when...”

You need to add an “n” after the word “a” in this sentence.

1. Press **<Ctrl-Left Arrow>** (2 times)

2. Press 

3. Type **n**

Your screen should look like this:

Most of us have heard by now that we are living in the information age. We are no longer primarily an industrial culture, but a communication one. We live in an era when new ideas, movements, and concepts change the world almost daily, whether they are as profound as quantum physics or as mundane as the best-marketed hamburger.

You must be at the end of the word you want to delete in order for the shortcut to work properly.

Remember the Delete Word shortcut is : <Ctrl-Backspace>

Using The Overstrike Mode

If you wish, you can turn on the Overstrike mode, and then anything you type will replace the existing text in your document.

Move your cursor in front of the letter “t” in the word “the” located further in the same sentence. You will replace the word “the” with the word “our,” but you will do it at the same time as you type in the new word.

When the Overstrike Mode is activated, **OVR** becomes visible on your Status Bar at the bottom of your screen. This area is also used to turn the Overstrike feature on and off:

1. Double-Click **OVR** area on Status Bar
2. Type **our**

Your text should look like this:

Most of us have heard by now that we are living in the information age. We are no longer primarily an industrial culture, but a communication one. We live in an era when new ideas, movements, and concepts change our world almost daily, whether they are as profound as quantum physics or as mundane as the best-marketed hamburger.

New Typing

The word “our” automatically replaces the old word because you have turned on the Overstrike mode. This mode is useful when replacing long sections of text.

Now, turn off the Overstrike mode:

3. Double-Click **OVR** area on Status Bar

The **OVR** message is no longer displayed at the bottom of the screen.

Canceling An Operation

If you make a mistake in editing, you can use the Undo command in Word 97. This feature saves all your actions during your current session in the document. It does not list actions performed any other time you may have opened the document for editing.

1. Use the arrow keys to position your cursor at the end of the word “hamburger”.
2. Press **<Ctrl-Backspace>** (Delete Word)

Assume that you did not want to delete “hamburger.” You want to get that word back.

3. Click  **(Undo)**

“Hamburger” should reappear on your screen. To see the list of previous actions, click the drop down arrow next to the Undo icon on your toolbar.

The Undo and Redo features work opposite each other. Redo deleting the word “hamburger”:

1. Click  **(Redo)**

Now, reverse the process again:

2. Click  **(Undo)**

Like the Undo feature, the Redo button has a drop down menu allowing many cancelled operations to be reversed.

Remember: <Ctrl-End> is a quick way to get to the end of your document.

The Undo and Redo features are also found under the Edit menu.

Saving A Document

Introduction

Once you have created a document, you will need to save it to a diskette or the hard drive. This is a simple process. There are two basic saving options you will want to practice: **Save** and **Save As**. We will explore those options in this chapter.

Your documents are safe in case of power failure! The *AutoRecover* feature creates a temporary file every 10 minutes. This file automatically opens the next time you launch Word 97 following the power failure, allowing you to save it as a file in your directory.

Saving A Document For The First Time

Be sure the word wrap exercise document is still visible on the screen.

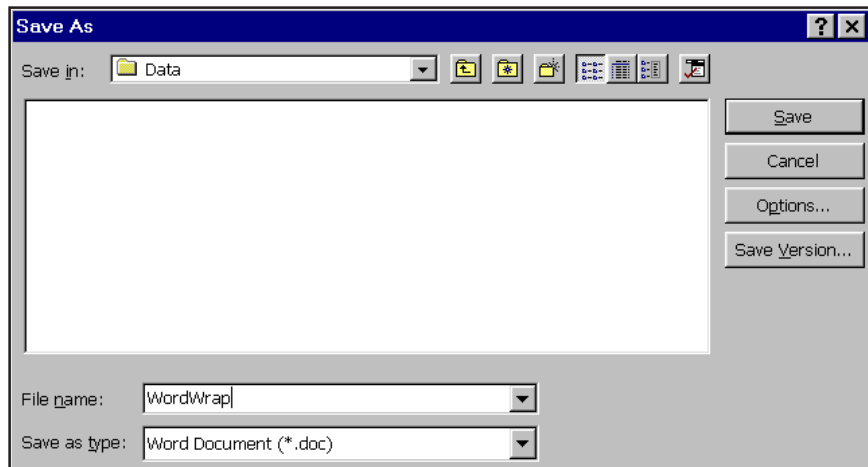
1. Click **File**
2. Click **Save** or **Save As**

At this point, you are in the **default directory**; the directory that automatically comes up as the current directory.

Under the Windows95 operating system, you may use up to 255 characters in a document name, including spaces. However, if you run Word 97 on a network, you may be asked to continue to use the standard 8 character file name. In this case, you will use **WordWrap** as the document name.

3. Type **WordWrap**

Your screen should look like this:



4. Click **Save**

When a document is saved for the first time, it does not matter if you choose Save or Save As.

Files and directories on the screen in this manual will differ from yours. Just make sure you use the same file names so you can easily identify the class exercise files.

Word 97 automatically assigns the .doc extension to your document name.

Re-Saving A Document

Re-saving a document that you have been working on is even easier. It is a good habit to save your document frequently.

1. Click **File**
2. Click **Save**

Another quick way to re-save a document is to click on the **Save** button on the Toolbar. This is the **Save** button:



Word 97 will save without you having to do anything else.

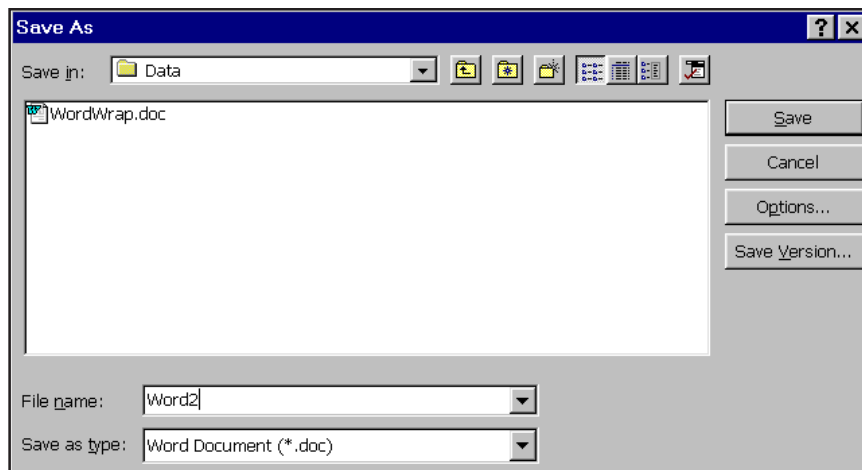
Saving A Document Under A New Name

There will be times when you open a document, make some changes, and then want to save it under a new name so that you do not replace the original document.

Suppose you made some changes to your WordWrap document, and you want to save it under a new name.

1. Click **File**
2. Click **Save As...**
3. Type **Word2**

Your screen should look like this:



4. Click **Save**

The new name should replace the old name at the top of your screen. You did not erase the original **WordWrap** document. You just re-saved this document under a new name.

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Closing The Document

When you have completed one document and you wish to start another, you should clear the screen. You do not have to close one document to open or start another, but clearing the screen makes sure no extra memory is being tied up and your computer will run faster.

To clear the screen:

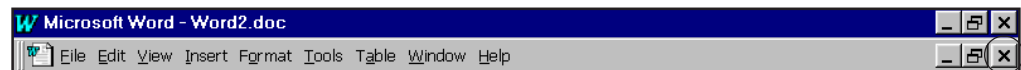
1. Click **File**
2. Click **Close**

If your document hasn't been modified since the last time it was saved, then Word 97 will close the document and clear your screen.

If your document was modified since the last time it was saved, you will be presented with the option to re-save your document before closing.

If you choose to save for document for the first time when you close it, you will see the Save window we have just explored. Name your document, click **Save** and the document will be saved and close simultaneously.

You may also close your document by using the Close Window button. Be sure to use the lower close button so only the document, and not the application, will close.



Close Document Button

Close the **Word2** document:

1. Click **Close button**

Opening A Document

When you cleared your screen, you closed the **Word2** document. You did not erase the document. You put it back in “storage” until you need it again. When you need to get a document back on your screen, you must **open** the document. The term “open” refers to the fact that you have to get the document from a disk back into Word 97.

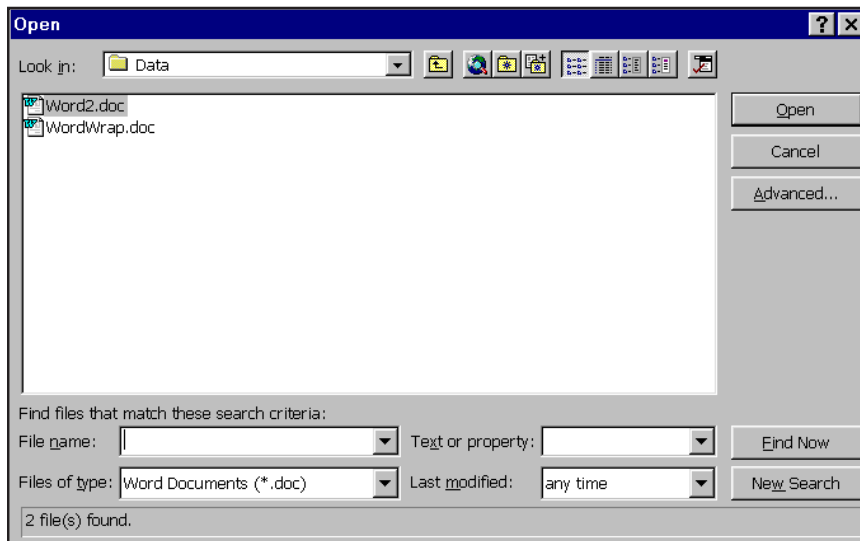
In this section, you will learn how to open a document from your hard drive. You will be opening the **Word2** document that you created earlier.

1. Click **File**
2. Click **Open**

Your screen should look like this:

You should see the files in your directory.

3. Click **Word2** (to highlight it)



You may also double-click the document name to open it.

4. Click **Open**

You should see your word wrap document back on your screen.

There is a button on the Toolbar to open documents. If you wanted to open a document, you could bypass the menus and just click on this button.

This is the **Open** button:



Printing A Document

Introduction

Now that you have created a document, you probably want to print it out to take a look at it. Word 97 gives you several options for when you print a document. You will learn how to select and use these options in this chapter.

Viewing A Document

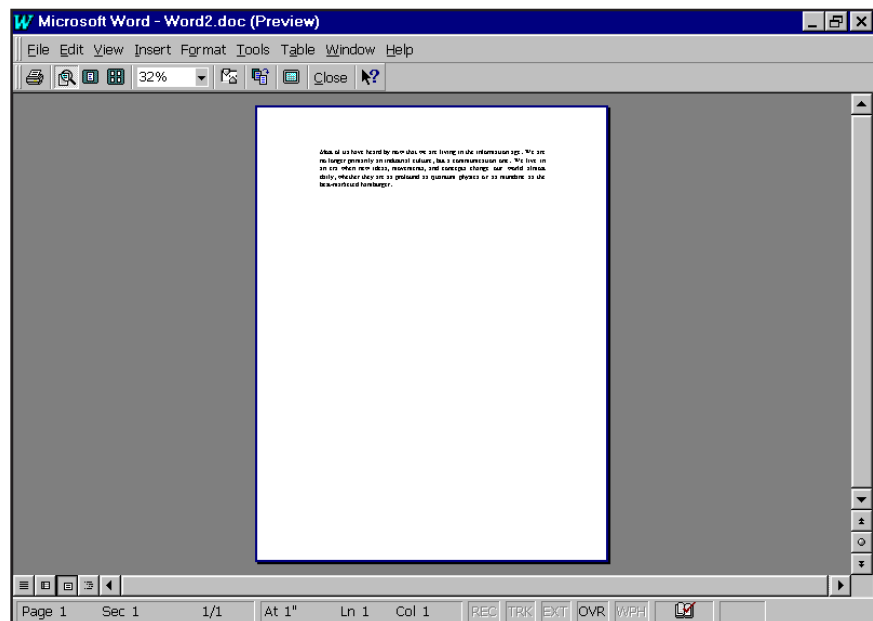
Word 97 provides you with the opportunity to view your document before you print it out so that it looks the way you want it to look. Follow the steps below to take a look at your own document. Make sure the document **Word2** is still open on your screen.

1. Click **File**
2. Click **Print Preview**

You may also choose the Print Preview option from your Toolbar. The Print Preview button looks like this:



Your screen should look like this:



The Print Preview screen allows you to zoom in on specific areas of your document as well as view all pages of your document at the same time!

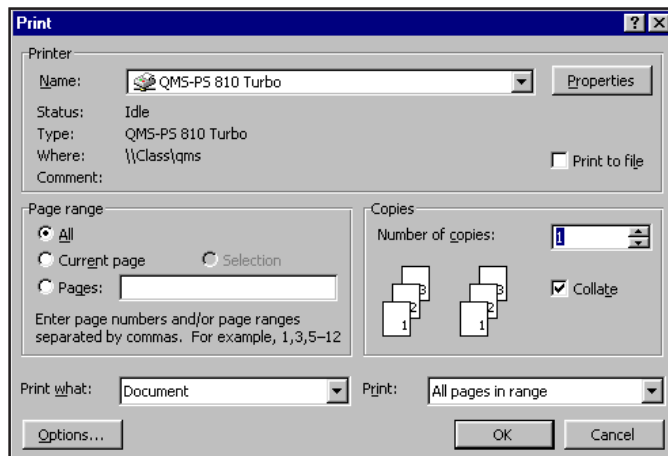
3. Click **Close**

Printing A Document

You can print a document from the **Print Preview** window, or by using the following commands. Either way will bring you to the same printing window, so it doesn't matter which path you take to get to this window.

1. Click **File**
2. Click **Print**

Your screen should look like this:



3. Click **OK**

Notice that a status box appears in your window.

The Print button on the Toolbar will automatically print the entire document in which you are working. This button bypasses the menus as well as the print window and sends the document directly to the default printer.

This is the Print button: 

Close the document:

1. Click **Close button**

If your computer runs quickly or your document is small, you may not even see the status box. This is not a problem. It just means that the print job was processed so quickly, that there was no reason to show the printing status.

Making It All Look Great

Introduction

It is very important to learn how to make your documents look visually appealing. Sometimes attributes such as bold or underline help to emphasize selected text in your document.

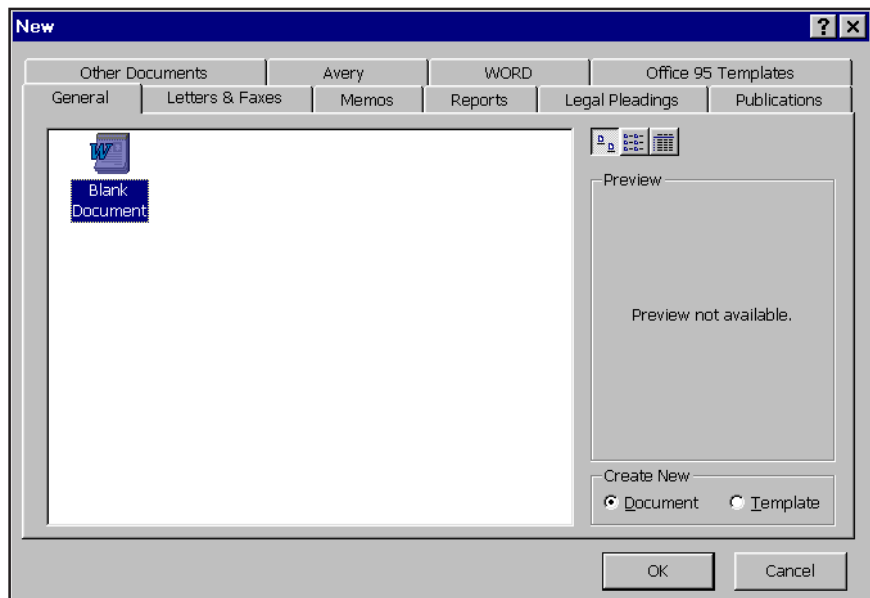
Since you have closed the only document that was open, Word 97 needs to be told whether to start a new document, or open an already existing document.

To start a new document:

1. Click **File**
2. Click **New**

Word 97 gives you the opportunity to select a template for your document. A template is like a shell for creating documents. It contains major characteristics such as page size, layout, margins, etc. You will need the **Blank Document** template that is already highlighted:

3. Click **OK**



To start a new document more quickly, you may use the New button on the Toolbar. This button automatically opens a new document using the Blank Document template. This is the New button:



Now, you are ready to begin the rest of this chapter.

Before you add attributes such as bold, underline, and italic to a word, you must first select the text. In this section, you will learn how to select text so that you can later learn how to apply the attributes to the text you've selected.

When learning how to use the various text attributes, you will be provided with a mouse method as well as a keyboard method. Both methods work equally as well, it is just that some computer users would rather use keyboard commands than a mouse, or the reverse. Both methods are presented, so choose the method which is more comfortable for you.

There are several ways in which to select, or highlight, text.

Keyboard Method of Selecting Text

Keyboard Shortcut

<Shift-Ctrl> ← or →

<Shift-Ctrl> ↑ or ↓

<Shift-Home>

<Shift-End>

<Shift-PageUp> or <Shift-PageDown>

<Ctrl>-A

Selects

A word at a time

A paragraph at a time

To beginning of line

To end of line

A screen at a time

Entire document

You may have noticed that to select text using the keyboard, simply hold the <Shift> key down while performing your movement shortcuts!

1. Type **Harry had a hard time having ham for the holiday.**

Select the word "ham" using one of your keyboard shortcuts:

2. Move your cursor in front of the word "ham".
3. Press <Shift-Ctrl>

Press any of the arrow keys to deselect text. Try out some other keyboard selection methods with the other words in this sentence.

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Mouse Method of Selecting Text

The mouse allows even more options for selecting text. Again, once you have experimented with the different techniques, choose one that is most comfortable for you.

•**Click & Drag:** Click and continue holding the left mouse button down as you drag your mouse across the text you want to select.

•**Click & The <Shift> Key:** Click at the beginning of the text you want to select. Then, depress and continue to hold down the <Shift> key while clicking at the end of the text you want to select.

Mouse Shortcut

Selects

In text of document:

<Double-Click>	Word
<Triple-Click> (3 times fast)	Paragraph
<Ctrl-Click>	Sentence

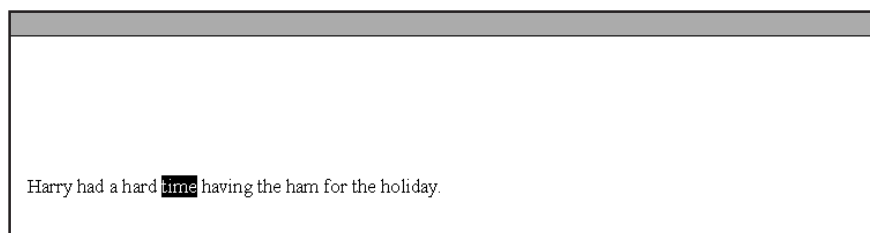
In left margin between text and edge of paper (with right-facing arrow):

<Click>	Row
<Double-Click>	Paragraph
<Triple-Click>	Document

Select the word “time” using the <Shift-Click> method:

1. Click in front of the word “time”
2. Push <Shift> (continue holding it down)
3. Click immediately after the word “time”

Your screen should look like this:



You may deselect the text by clicking anywhere within your document text.

Now select the entire sentence:

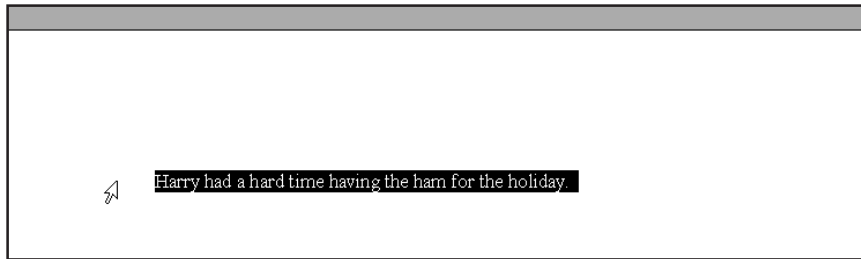
1. Press <Ctrl> (continue holding it down)
2. Click anywhere within the text.

Click within the text to deselect the sentence.

Finally, select the entire row of text using the right-facing arrow.

1. Move your mouse pointer into the left margin of the page.
2. <Click> (one time)

Your screen should look like this:



Continue practicing text selection methods in the next sections of this manual.

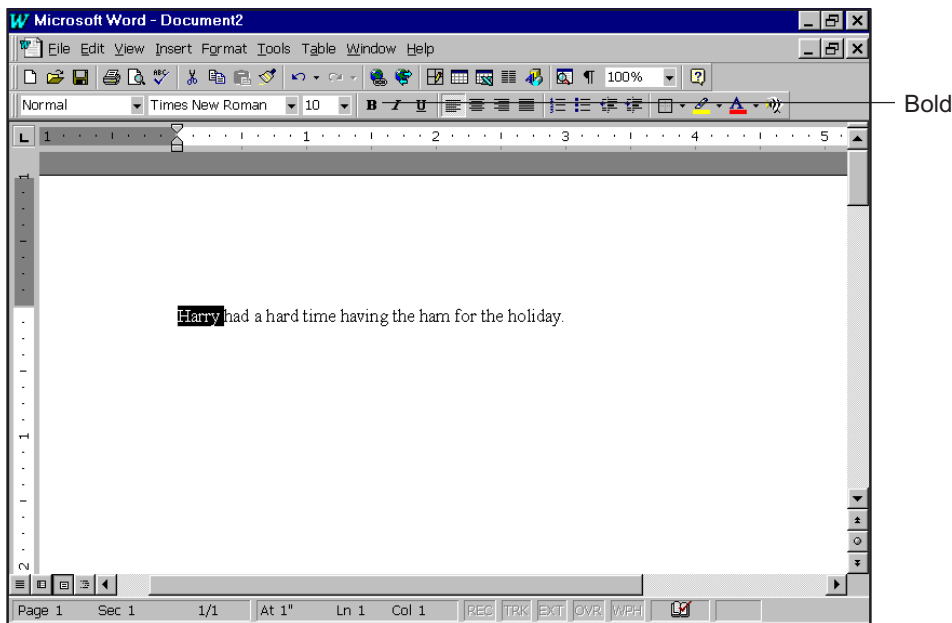
Adding Bold To Text

All of the attributes that you will learn to apply to text can be applied using the mouse, the keyboard or a combination of the mouse and keyboard. You will learn both so you can choose which method you like best.

Using the mouse:

1. Select **Harry**

Notice the buttons in a row located right above the editing screen:



You may select the bold attribute first and then type the text. If you do this, you then must deselect the bold attribute by clicking on the bold button a second time after you have finished typing.

2. Click **B**

This applies the bold attribute to the text you have selected. Notice that the button looks pushed in. Any time an attribute is selected, the button will appear pushed in. This is Word's way of letting you know exactly what attributes you are using.

3. Click elsewhere in the sentence to deselect the word.

Training
Notes for
SAMPLE

To remove the bold attribute from this word, you have to repeat the process:

1. Select **Harry**
2. Click **B**
3. Click elsewhere in the sentence to deselect the word.

Notice that the word is back to normal.

Using the keyboard:

This is very similar to the mouse method except that instead of clicking the bold button, you press two keys on the keyboard: **<CTRL-B>**

Remember to hold down the <Ctrl> key as you press "B".

Adding Underline To Text

The underline attribute works in the same manner as the bold attribute. You must select the text and then activate the option you want.

Using the mouse:

1. Select **ham**
2. Click **U**
3. Click elsewhere in the sentence to deselect the word.

To remove the underline attribute from this word:

1. Select **ham**
2. Click **U**
3. Click elsewhere in the sentence to deselect the word.

Notice that the word has turned back to normal.

Using the keyboard:

1. Select **ham**
2. Press **<Ctrl-U>**
3. Press an arrow key or click elsewhere to deselect the word.

Your text should look exactly like the originally typed text.

Italic Text

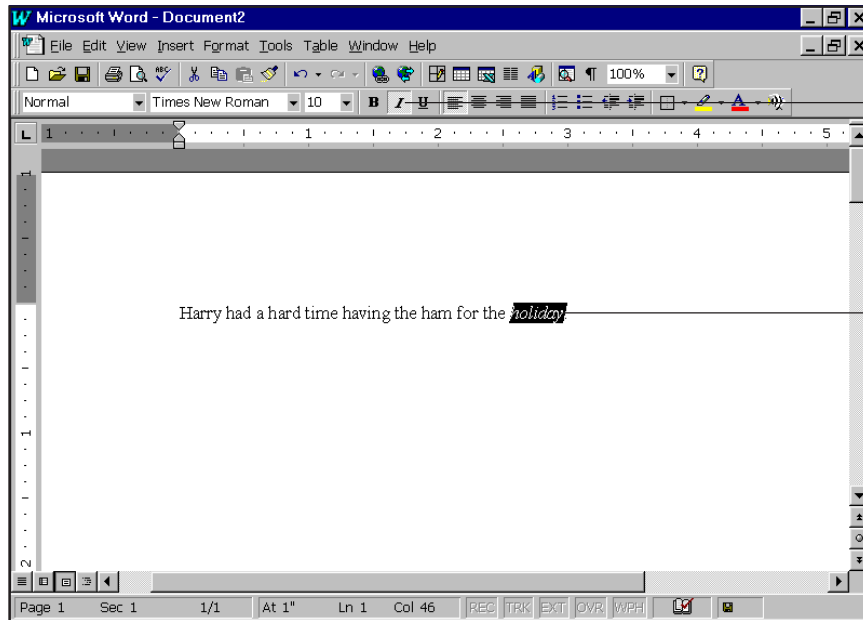
The italic attribute, like bold and underline, should be applied after text is selected.

Using the mouse:

1. Select **holiday**
2. Click **I**

You could select the italic attribute first and then type the text. If you did this, you would have to also deselect the italic attribute by clicking on the italic button a second time.

Your screen should look like this:



Italics button appears pushed in when activated

Italics applied to text

3. Click elsewhere in the sentence to deselect the word.

To remove the italic attribute from this word:

1. Select **holiday**
2. Click **I**
3. Click elsewhere in the sentence to deselect the word.

Your text should turn back to normal.

Using the keyboard:

1. Select **holiday**
2. Press **<Ctrl-I>**

Your screen should look like the previous screen in this section.

3. Press an arrow key or click elsewhere to deselect the word.

Italic may be combined with bold and/or underline for interesting and very eye-catching text!

Italic & Underline Text

You can use two or more text attributes together for even more emphasis and visual appeal. Mixing attributes is done in the same manner; you just have to activate more than one attribute at a time. You will add italic and underline options to "time."

Using the mouse:

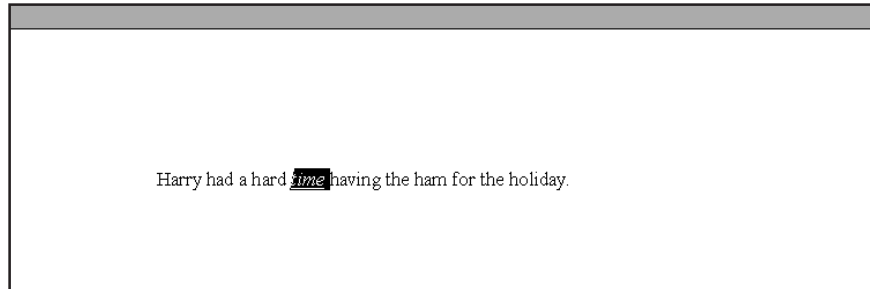
1. Select **time**
2. Click **I**
3. Click **U**

Remember to hold down the <Ctrl> key as you press "I".

When the italic and underline attributes are used together, the line under the word may appear to extend farther than the length of the word. If you were to print this page, however, you would see that the line only extends the exact length of the word.

It does not matter which attribute you activate first.



Your screen should look like this:



4. Click elsewhere in the sentence to deselect the word.

You may select the italic and underline attributes first and then type the text. If you do this, when finished, you must deselect the italic and underline attributes by clicking on those buttons a second time.

To remove these attributes:

1. Select **time**
2. Click 
3. Click 
4. Click elsewhere in the sentence to deselect the word.

Your text should turn back to normal.

Using the keyboard:

1. Select **time**
2. Press **<Ctrl-I>**
3. Press **<Ctrl-U>**
4. Press an arrow key or click elsewhere to deselect the word.

Your screen should look like the previous screen in this section.

Justifying Text

Like the text attribute options, you can select justification using either the mouse, or the keyboard.

To the right of the text attribute buttons are four justification buttons that look like the following buttons. The keyboard shortcuts are listed below each button's description:



Left

Text will be aligned to the left margin.

<Ctrl-L>



Center

Text will be aligned in the center of the margins.

<Ctrl-E>



Right

Text will be aligned to the right margin.

<Ctrl-R>



Full


Text will be aligned to both the left and right margins.

<Ctrl-J>

Centered Text

Text can be easily centered between the left and right margins. You will learn both the keyboard and mouse methods. The difference between applying text attributes and justification is that you do not have to select an entire sentence, or paragraph before changing the justification. Try it!

Using the mouse:

1. Click anywhere within the sentence.
2. Click 

Your screen should look like this:



If you want to return the justification to the left, select left justification. Unlike the text attribute buttons, you can't simply click on the same button a second time to return the text to the way it was originally.

To move the text back to the left:

3. Click 

Your sentence should return to the left side of your screen.

Using the keyboard:

Be sure your cursor is within the sentence:

4. Press **<Ctrl-E>**

Your sentence will move to the center of the screen.

Your screen should look like the first screen in this section.

Justifying Right

All of the justification buttons work the same.

Using the mouse:

1. Click 

Your sentence should be on the right side of your screen.

As long as your cursor is anywhere at the beginning, middle, or end of a paragraph, the entire paragraph will move when you choose a justification.

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Since you have already learned how to center text, center this sentence:

2. Click 

Using the keyboard:

You could also justify text that has already been typed by using the keyboard shortcuts.

3. Press <Ctrl-R>

Your screen should look like the screen that previously appeared in this section.

Your text should move to the right side of your screen.

4. Below are examples of text with different text attributes. Copy them into Word 97 as they appear on this page:

You can select justification before you type text. If you do this, you will have to press the <Enter> key before selecting another form of justification. If you do not, you will justify the wrong paragraph since your cursor was still adjacent to it.

This is Bold & Left Justified

This is Underlined & Right Justified

This is Italic & Centered

This is Bold, Underlined, & Left Justified

This is Bold, Underlined, Italic, & Left Justified

This is Bold, Underlined, Italic & Centered

Close the document without saving your work.

Formatting Exercise

Text Attributes Exercise

Type the following text into Word 97 to practice using the Bold, Underline, Italic, Center, and Align Left options.

The Sky Is Blue


I love a clear day when the sky is blue and the sun is shining. There cannot be a better feeling than walking outside on a *bright, warm* day. Do you know why the sky is **blue**?

If you need to edit your text, use the <Arrow Keys> to move within the document.

If you need to delete characters, use the <Delete> key to delete characters to the right of the cursor, and the <Backspace> key to delete characters to the left of the cursor.

The space between the title and the paragraph is achieved by simply pressing the <Enter> key one extra time after typing the title.

When you have completed your editing, save this document. Word 97 automatically pulls in the first line of the document as the default title.

1. Click  (Save)
2. Close the document.

Changing Layout Settings

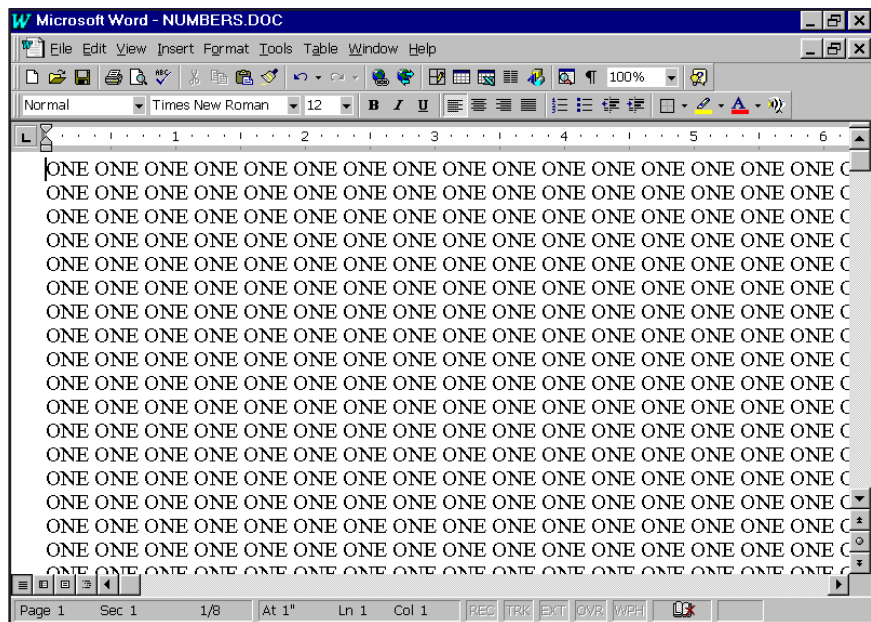
Introduction

In this section, you will practice using previously created documents. You will also practice changing the margins, assigning page numbers, and setting tabs to alter the appearance of your document.

Open the document **Numbers.doc**

1. Click  **(Open)**
2. Double-Click **Numbers**

This document will more easily show you how changes in layout settings can affect your documents. Notice that the first page of your document contains the word “ONE” repeated over and over again on the same page.



Before learning how to adjust document settings, practice maneuvering through a long document. This document is several pages long. You may use either the keyboard method or the mouse method of moving through a document. Notice how scrolling through the document using the vertical scroll bar indicates your relative position in the document. See how quickly the <Ctrl-Home> and <Ctrl-End> keystrokes allow you to move!

Margin Settings

Word 97 makes it easy to change the top, bottom, left, and right margins at once. Normally, they have a default of 1" all around. You will change all four sides to 1.5".

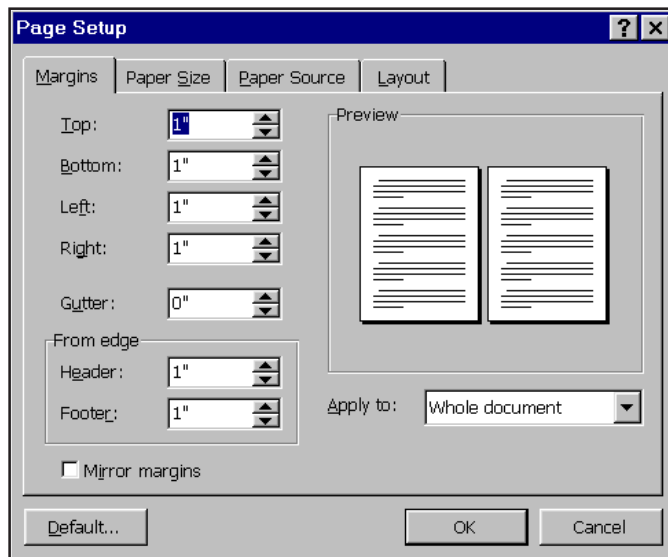
You should return to the beginning of your document:

1. Press **<Ctrl-Home>**

You will change all of the margin settings for the entire document. First, you must access the **Page Setup** window:

1. Click **File**
2. Click **Page Setup**

Your screen should look like this:



The margin settings may be changed using the mouse by clicking the up or down arrows by each margin setting.

Notice that the Preview in this window reflects the changes that you make to the settings.

The Word 97 margin defaults will be set at 1" for top, bottom, left, and right. In this exercise, you will learn how to adjust the margins, and also see how those adjustments affect your document.

3. Click inside the **Left:** box before "1."
4. Press **<Delete>**
5. Type **1.5**
6. Press **<Tab>**

Your cursor should advance to the **Right:** margin box.

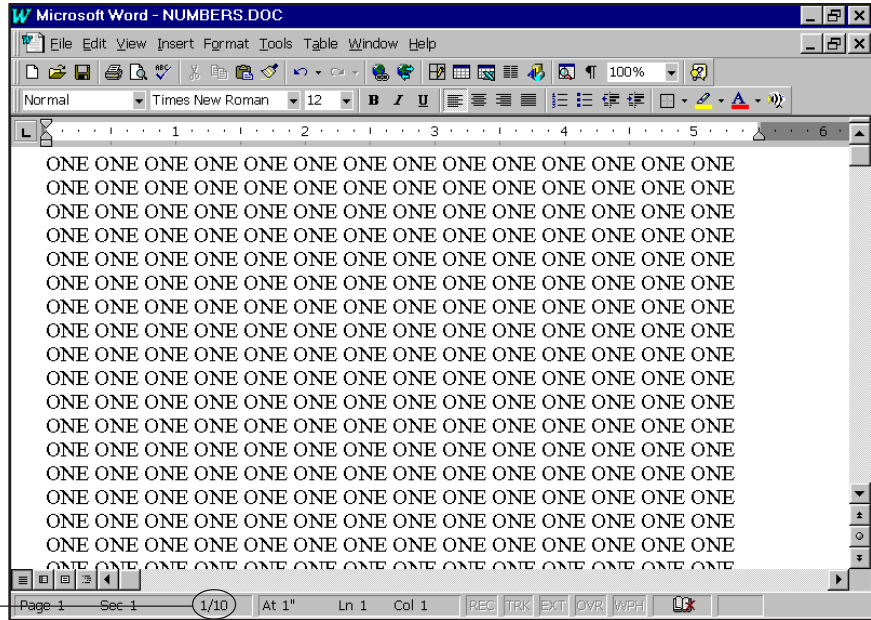
7. Type **1.5**

If you want to go back to a previous margin box, either continue pressing the **<Tab>** key until it circulates to the box you want, or press **<Shift-Tab>**. Remember to hold down the **<Shift>** key as you press **<Tab>**.

You can now exit this window:

1. Click **OK**

Your screen should look like this:



Page Number/Total Pages

Check the Status Bar, which indicates the document’s total length. Previously, the Status Bar read 1/8 meaning you are currently on page one of eight pages. How many pages is your document now?

The document has increased in length significantly. Because you made the margins larger, less information can fit on each page, and some of the information from each page has been pushed onto the next page. At the end of the document, additional pages were automatically generated to handle the overflow. Changing the margin settings has affected all of the pages in this document.

Save the changes you have made in the document:

1. Click  (Save)

Page Numbering

Word 97 will automatically number pages for you. This is a useful feature when working with long documents. Even if you change margins, add pages, or delete pages, Word 97 will keep track of the appropriate page count and adjust the page numbering for you. What a time saver!

You will add some page numbers to the **Numbers** document. If the document is not on your screen, open it at this time.

Move to the top of your document:

1. Press **<Ctrl-Home>**

You can now proceed with adding page numbers:

2. Click **Insert**
3. Click **Page Numbers**

Word 97 provides you two options when adding pagination to your document:

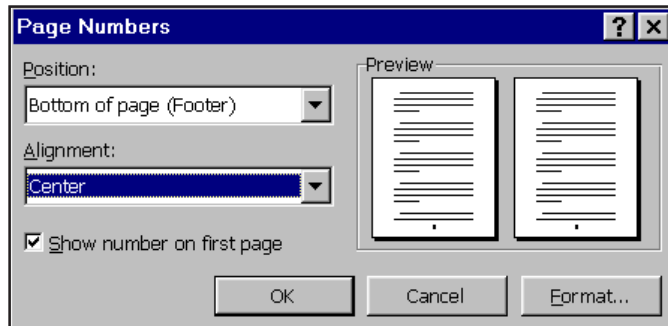
- **Position:** You may choose to place the page numbers in the header, which is at the top of the page, or the footer, which is at the bottom of the page.
- **Alignment:** You have a choice of justifying the header or footer left, center, or right.

For this exercise, you will be selecting pagination at the bottom, center of each page.

4. Click **Bottom of Page [Footer]**

5. Click **Center**

Your screen should look like this:



You may now exit this window:

6. Click **OK**

One of the ways to view page numbering is in the **Print Preview** window:

1. Click  **(Print Preview)**

Notice the numbers appear at the bottom of each page.

You may now exit this window:

2. Click 

3. Close the **Numbers** document **WITHOUT SAVING THE CHANGES**.

4. Open **Numbers** again

Headers and Footers

When using Headers and Footers, you can add a wide variety of information to your document. Headers and Footers contain the text you wish to appear on every page in the document, such as your company name, the date, and page numbers. You can add text to your page numbers so that the pagination would read, "Page 1." This sort of pagination cannot be created using the **Insert/Page Numbers** feature. The text must be added in the Header or Footer area.


Access the Header and Footer section of your document:

1. Click **View**

2. Click **Header/Footer**

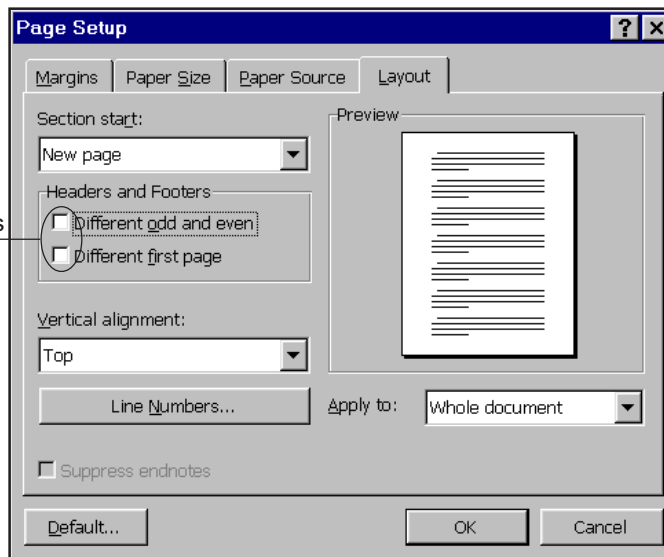
You will want the page numbers to be located in the same place for every page, so you need to deselect the **Different Odd and Even Pages** option.

From the Header and Footer Toolbar:

3. Click  (**Page Setup**)
4. Click **Different Odd and Even Pages**

Your screen should look like this:

Make sure these options are not selected



5. Click **OK**

Creating the Header

We will create a simple header that will print on every page.

1. Type your name

Creating The Footer

1. Click  (**Switch Between Header and Footer**)



You need to center the footer:

2. Click  (**Center**)

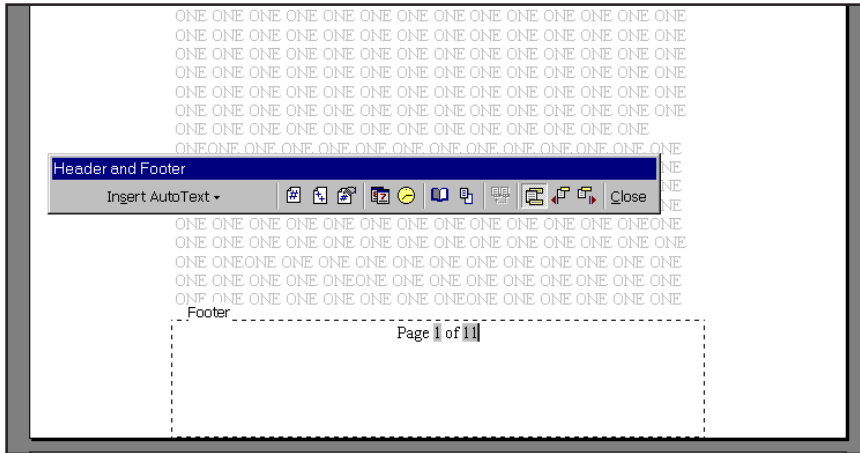
Notice that your cursor moves to the center of the window. You may now type the text:

3. Type **“Page “**

You must now tell Word to enter the corresponding page number to the footer. There are two pagination buttons near the beginning of the Header and Footer toolbar.

4. Click  (**Page Number**)
5. Type **“ of “**
6. Click  (**Total Pages**)

Your screen should look like this:



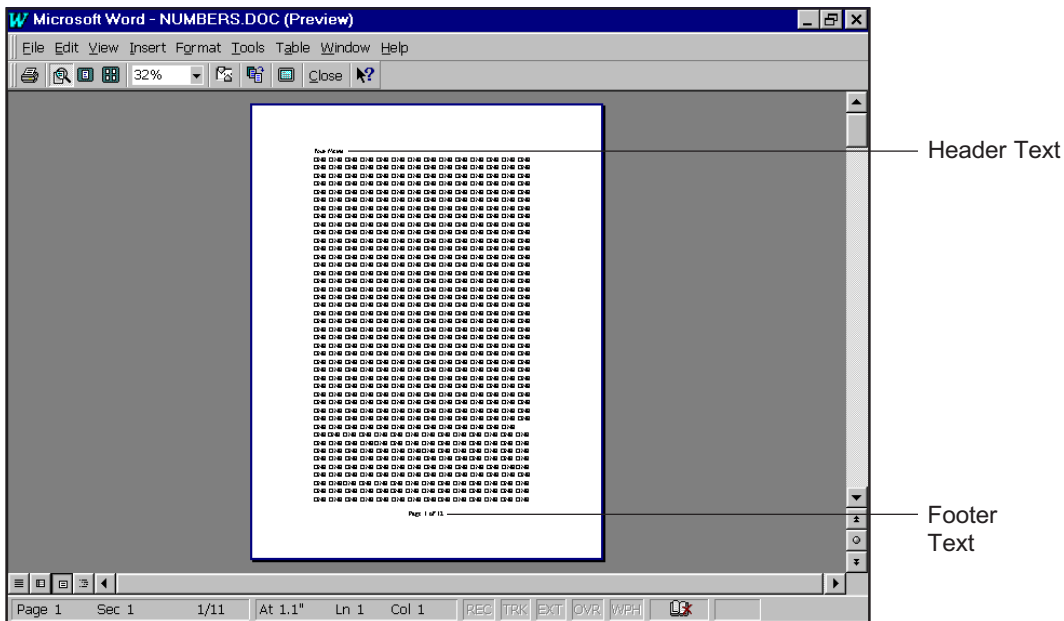
Exit the Header/Footer window and return to your document:

1. Click **Close** (Close)

Access the **Print Preview** window in order to see the pagination you have added:

2. Click **Print Preview** (Print Preview)

Your screen should look like this:



Zoom in to view the page numbers with the “Page ” text at the bottom of the pages.

Exit this window:

3. Click **Close** (Close)
4. Close this document and save the changes.

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Tab Setting

Introduction

By default, Word 97 creates tab stops at ½-inch intervals from the margin:

0", 0.5", 1.0", 1.5", 2.0", etc.

Sometimes you may prefer to have tab stops every ¼-inch or at uneven intervals. In this lesson, you will set tab stops at 1", 3", and 5".

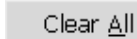
You need a new, blank document to work in:

1. Click  **(New)**

Now you are ready to set tabs for your new document:

2. Click **Format**
3. Click **Tabs**

Before you can set new tabs, you should clear all of the current tabs:

4. Click 


You are going to create differently aligned tabs, so make sure that the **Alignment** option is set at each stop.

5. Type **1**
6. Click **Left** (Alignment)
7. Click **Set**
8. Type **3**
9. Click **Center** (Alignment)
10. Click **Set**
11. Type **5**
12. Click **Decimal** (Alignment)
13. Click **Set**

All of your tabs are set, so you may now exit this window:

14. Click **OK**

Before continuing with this exercise, it would be a good idea to save this document:

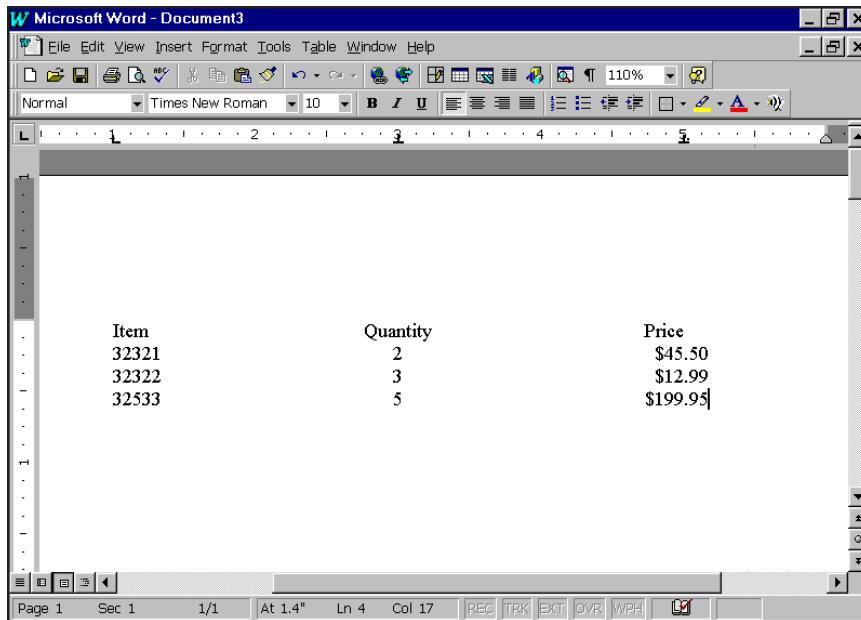
1. Click  **(Save)**
2. Type **Tabs**
3. Click **Save**

By selecting Set, you enter the tab setting. If you press <Enter>, you will be exited from this window.

You can see markers along the ruler at 1", 3", and 5". These markers reflect the location and style tabs you have just set.

Using Tabs

1. Using the tabs you just set in the last section, type the following information into Word 97.



You must press the <Tab> key before each column of text, and you must press the <Enter> key at the end of each line of text.

If your screen does not match the one above, or if you get lost, start the exercise over by clearing your screen and starting at the beginning of the “Tab Settings” section.

2. Close and re-save your document.

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Writing A Business Letter

Introduction

In this section, you will create a standard, block style business letter. You will practice timesaving tips that also help ensure accuracy.

Before you continue, you need to start a new document:

1. Click  (New)

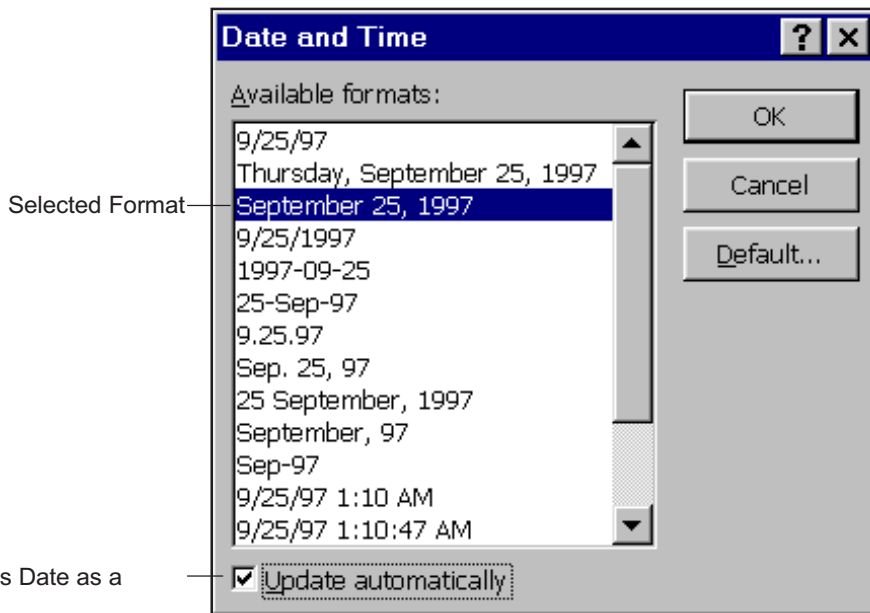
Word 97 will insert a code wherever your cursor was placed in the document.

Automatic Date Entry

Word 97 is able to insert the current date into your document:

1. Click **Insert**
2. Click **Date and Time**

For this exercise, you should select the date format similar to **September 25, 1997**:



3. Click on the date format.
4. Click **Update Automatically**
5. Click **OK**

If the inserted date is not correct, your computer's time clock may be incorrect. Please refer to your computer owner's manual or your Windows95 manual for instructions to reset your system's time.

Notice that the current date is displayed at the top of your document.

6. Type the following letter:

September 25, 1997 (*your date will be different*)

Margaret A. Murphy
4720 Layered Way
Baltimore, MD 21204

Dear Ms. Murphy:


Thank you for the contribution that you made to the Make-A-Wish Foundation. This special program tries to grant terminally ill children their one, last wish.

Your thoughtfulness will go far to aid these children and their families during their struggle. We appreciate your choosing our program, and will be sure that your contribution is used for this worthy cause.

Respectfully yours,

Josephina BigWig
Campaign Coordinator

Save the document:

1. Click  (**Save**)
2. Type **BusLtr**
3. Click **Save**

Do not close the document, you will use it in the next section.

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Spell Checking

Introduction

Word 97 includes an excellent, very powerful spelling checker. This program includes over 100,000 words in its basic dictionary, and you may add your own vocabulary to the dictionary: names, titles, addresses, cities, alphanumeric descriptions, etc.

You will be using your business letter from the last section for this exercise since it is on your screen. It's always a good idea to spell check documents before closing or printing.

In order for you to get a better understanding of how the Spell Checker operates, you will have to intentionally misspell a few words.

1. Please move your cursor to the word "Dear" in the greeting line. Change the word so that it is spelled like "Deir" instead of "Dear."
2. Please delete the space between the two words of the closing so that they read "Respectfullyyours" instead of "Respectfully yours."

Using Spell Check

You now have a few mistakes that the Spell Checker can correct. You should have noticed that red squiggly lines have appeared underneath these words. You may also have one under "Josephina."

Be sure you are at the top of your document so that when you access the spell checker, it will start at the beginning of your document.

1. Press **<Ctrl-Home>**
2. Click **Tools**
3. Click **Spelling**

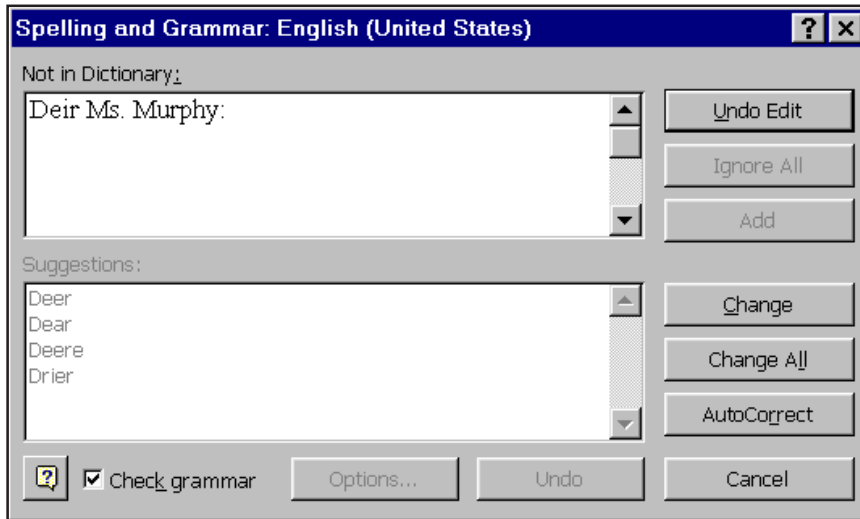
The **Spell Check** button on your toolbar will also launch the spell check tool.

This is the **Spell Check** button: 

Word 97 should catch your first "error."

You may also click your right mouse button on the words with the red squiggly underline, and a short-list of suggestions for suggested spellings will appear. If the word is not on the list, click "Spelling" to launch the full Spell Check at this point..

Your screen should look like this:



Notice that in the Spell Check window, Word 97 is providing suggestions for possible correct spellings. The correctly spelled word is “Deir” is “Dear,” and that is the word you want select.

To tell Word to replace the misspelling with one of the suggestions:

4. Click **Dear**
5. Click **Change**

The word will be replaced by the correct spelling, and the Spell Checker will proceed to the next mistake. There are no suggested spellings for the next mistake. Click between the words Respectfully and Yours with your cursor. You will be able to edit the entry and click **Change**.

In the last cases, *Josephina* and *Big Wig* are correctly spelled so choose the option **Ignore**.

You will be notified that the Spell Check is complete.

6. Click **OK**


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Text Selection Operations

Introduction

As you have already learned, you can select a character, paragraph, page, any portion of a document, or even an entire document. Once you have selected text, you may copy, move, change the font or text formatting, print, and save the text as an independent document. In this exercise, we will select text to practice the Copy, Cut and Paste functions.

Open the document **Search.doc**:

1. Click  (**Open**)
2. Click **Search**
3. Click **Open**

Practice selecting the paragraphs in this exercise using both mouse and keyboard methods of text selection.

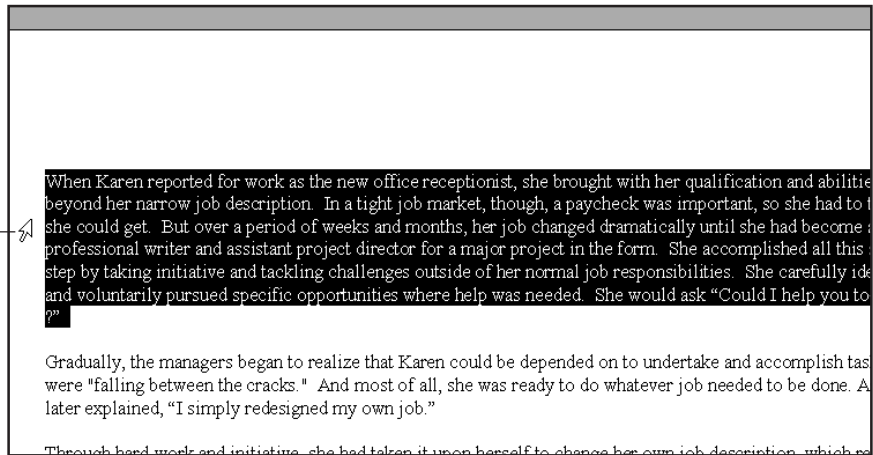
Now try selecting the first paragraph in this document by double-clicking in the left margin:

1. Place your cursor in the left margin next to the first paragraph.
2. **<Double-Click>**

Your screen should look like this:

Text will remain selected until you click the mouse button anywhere else within the document.

Place cursor in margin to select text



Copying Text

A common reason for selecting text is to copy it. You will now copy the first paragraph. It should still be selected.

You now want to make a copy of this paragraph:


1. Click **Edit**
2. Click **Copy**

The **Copy** button on your toolbar copies whatever text is selected on your screen and copies it to the clipboard. This is the **Copy** button:



Assume that you want to place the copy after the second paragraph:

3. Place your cursor at the very beginning of the third paragraph.
4. Click **Edit**
5. Click **Paste**

The **Paste** button inserts the clipboard contents wherever your cursor is placed. This is the **Paste** button: 

Notice that the copy of the first paragraph is between the original second and third paragraphs.

Cutting & Pasting Text

Selecting text to move it to a new location is also a common reason for selecting text.

1. Select the entire first paragraph again.
2. Click **Edit**
3. Click **Cut**

The **Cut** button on your toolbar takes whatever is selected and moves it to the Clipboard. This is the **Cut** button: 

The text actually disappears from your document, but it is not deleted. It is being saved on what Windows calls the Clipboard. Only one item can be on the Clipboard at a time, so do not expect to get this text back if you cut or copy something else right now.

You will be moving this text to the very end of your document:

4. Place your cursor right underneath the last paragraph.
5. Click **Edit**
6. Click **Paste**



You probably need to press the <Enter> key at the beginning of the paragraph you just pasted in order to separate it from the paragraph above it.

Copying Text From One Document To Another

Sometimes you will want to take a section of one document and use it in another. You will perform this task selecting and copying text from one document, and then pasting it into another document.

Make sure that the **Search** document is still on the screen. You will add the paragraph from the first document you created to the end of this document.

Open the **WordWrap** document you created at the beginning of this manual:

1. Click  **(Open)**
2. Double-Click **WordWrap**
3. Select the entire paragraph using whichever selection method you prefer.
4. Click  **(Copy)**

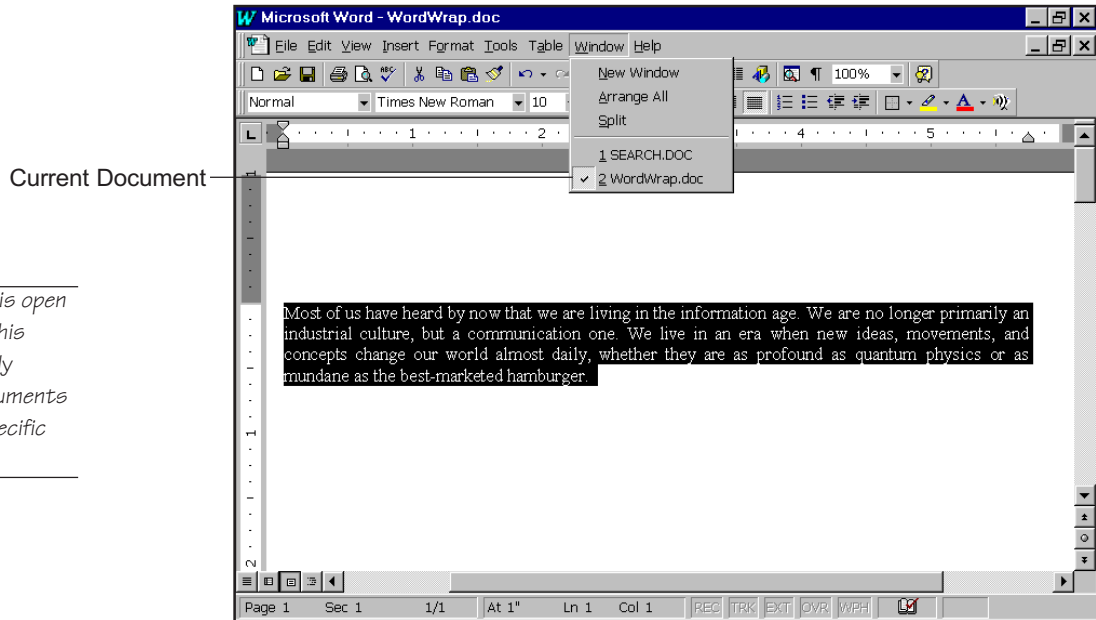
You may need to press <Enter> once or twice to separate the pasted paragraph and the paragraph that was already there.

This paragraph has been copied and is now ready to be pasted in the **Search** document:

5. Click **Window**

On the bottom of the Window menu, you can see the two documents you have open at this time. The check mark indicates in which document you are currently located.

Your screen should look like this:



Select the **Search** document:

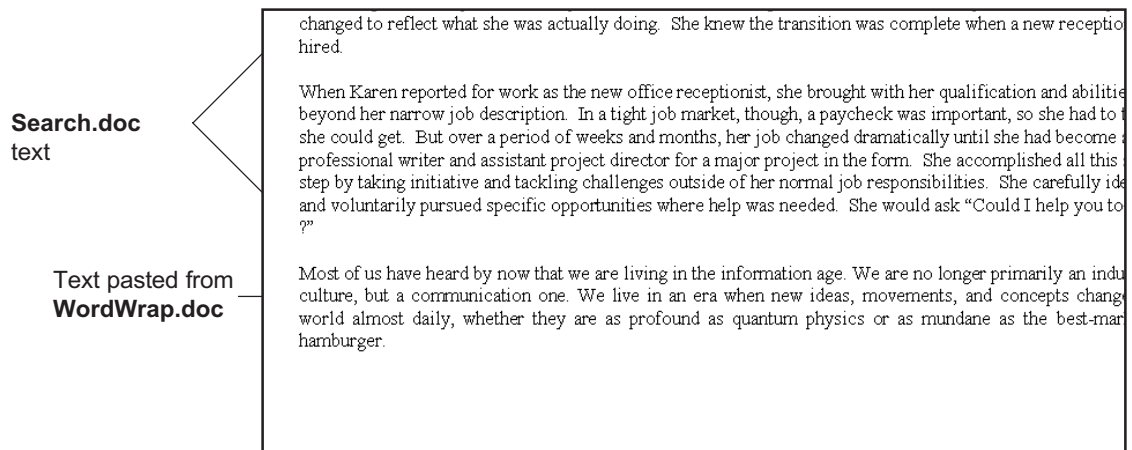
6. Click **Search**

You are now back in your **Search** document.

You will be pasting the copied paragraph at the bottom of this document:

7. Press **<Ctrl-End>**
8. Click  **(Paste)**

Your screen should look like this:



The text is retrieved and placed at the bottom of the **Search** document.

Close the **WordWrap** document:

1. Click **Window**
2. Click **WordWrap**
3. Click **File**
4. Click **Close**

When you closed **WordWrap**, Word automatically takes you back to **Search**, the only open document.

5. Save the changes to the **Search** document, but leave it open to be used in the next exercise.

SAMPLE - Not for for training

Newspaper Columns

What Are Newspaper Columns?


Newspaper columns are multiple column documents which are read from the top to the bottom of one column, then the next column (top to bottom), then the next, etc.—just like a newspaper.

You can either set up the columns before you type the document, or you can modify an existing document into columns.

So that you do not have to type a long document, you will take a sample document and change it from one column to two columns.

Move to the beginning of the **Search** document.

Copy the entire document:


1. Press **<Ctrl-A>** (**Select All**)
2. Click  (**Copy**)

The goal here is to make a longer document by duplicating the text.

Move to the very bottom of the document:

3. Press **<Ctrl-End>**

Paste the copied text:

4. Click  **Paste**

Move back to the beginning of the document:

5. Press **<Ctrl-Home>**

Establishing Multiple Columns

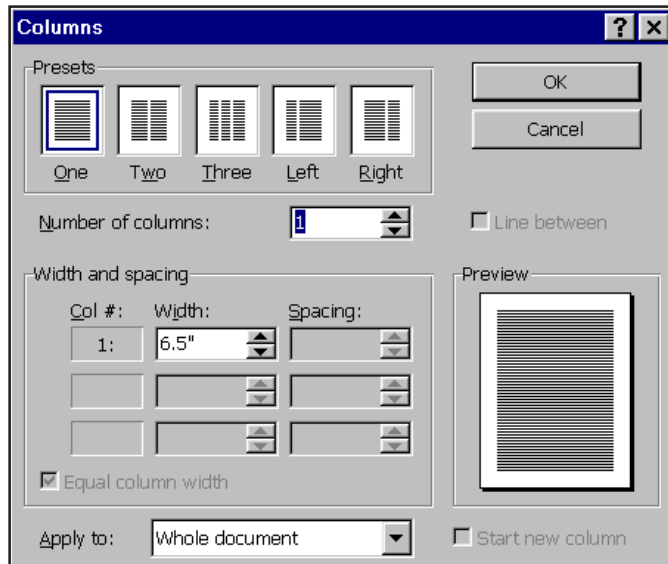
You are going to set two columns:

1. Click **Format**
2. Click **Columns**

There are three main options available to you in this screen.

- **Number of Columns:** You type the number of columns you would like, or select them from the list that pops down when you click on this box.
- **Space Between:** You can select the amount of space between the columns.
- **Apply To:** You can select whether you want the columns to apply to the entire document, or just from the insertion point of your cursor to the end.

Your screen should look like this:



3. Select the preset two column option.

Everything else in this window is set to appropriate settings, so you do not need to change anything else.

4. Click **OK**

Word '97 automatically places your text into columns. If you are in the *Normal View*, you will see the column breaks as dashed lines and the columns will appear consecutively down the page. If you are in the *Page Layout View*, the columns can be viewed as they will appear when they print.

To change views, Click **View** on and select either **Normal** or **Page Layout**.

Take a look at your document in **Print Preview**:

1. Click  (**Print Preview**)

You may exit this window:

2. Click 

The procedure for creating columns before typing a document is exactly the same as the procedure presented here.

Using The Column Button

You can quickly and easily change the columns in a document by using the column button that is located almost directly above the bold button.

This is the column button: 

This button is easy, but requires two steps.

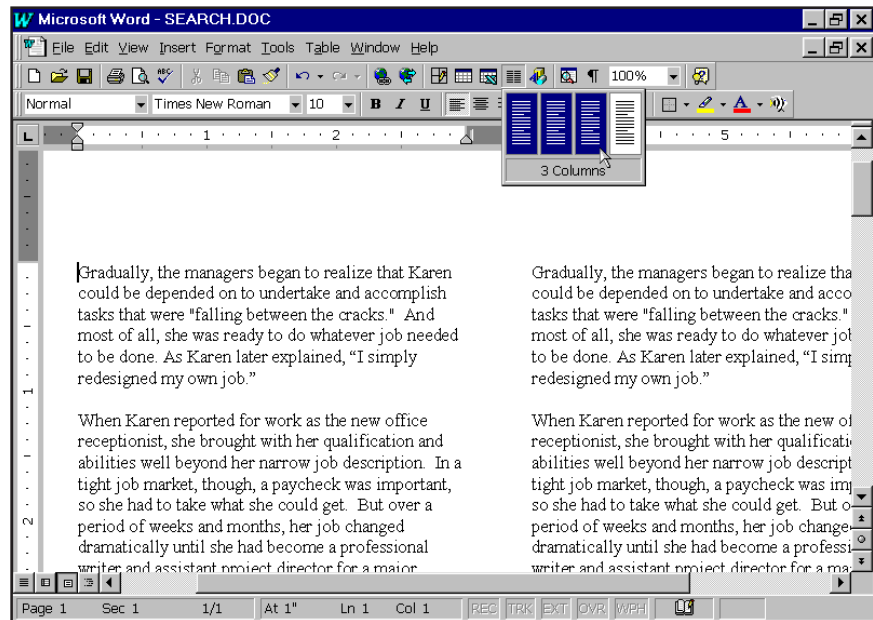
Assume that you want to change from two columns to three columns:

1. Click 

The four columns side-by-side represent the number of columns from 1 to 4 that you may select using this column button.

- Click and hold down the mouse button on the third column from the left.

Your screen should look like this:



By selecting this column in the button, you are telling Word that you want your document formatted into three columns.

- Release the mouse button.

Take a look at this document in **Print Preview**:

- Click  (**Print Preview**)

You may now exit this window:

- Click 

Returning To A Single Column

If you wanted to continue typing normally after a series of columns, you would need to access the **Column** window where you initially established two columns, instead of using the column button. The column button only formats an entire document not sections of that document.

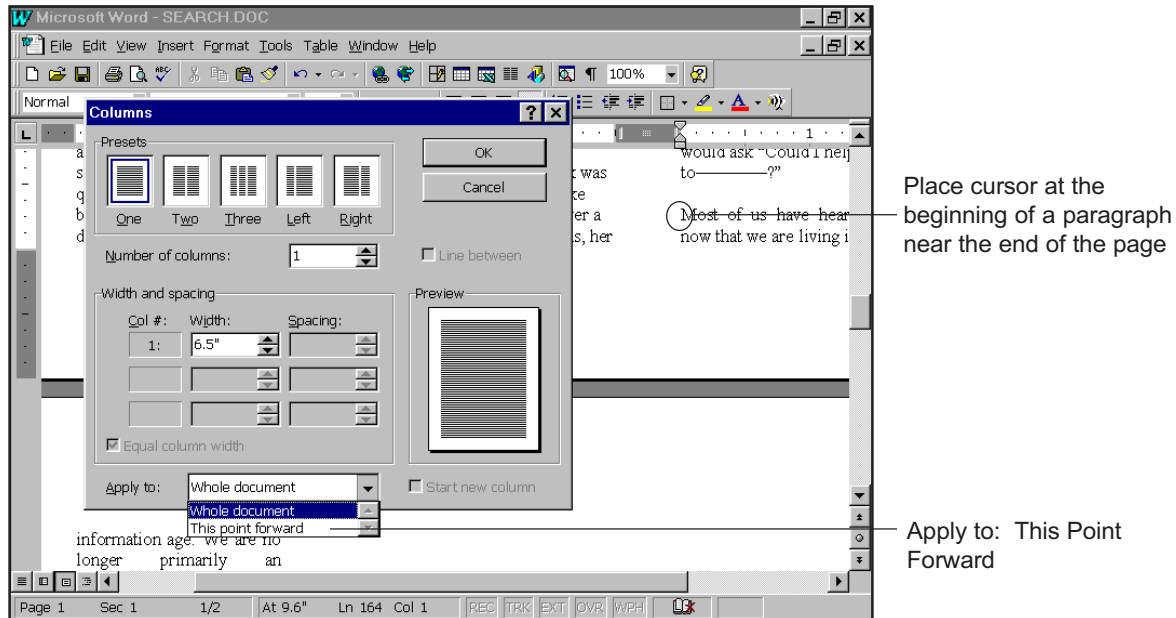
- Place your cursor at the beginning of a paragraph near the bottom of page one in the right-hand column.
- Click **Format**
- Click **Columns**

Change the number of columns to 1:

- Click the preset option for one column.

By placing your cursor, you establish the beginning point of the new column format.

Your screen should look like this:



You do not want the whole document to be affected by this change; only the text that appears after the location of your cursor:

5. Click **Apply To:** (drop down menu)
6. Click **This Point Forward**
7. Click **OK**

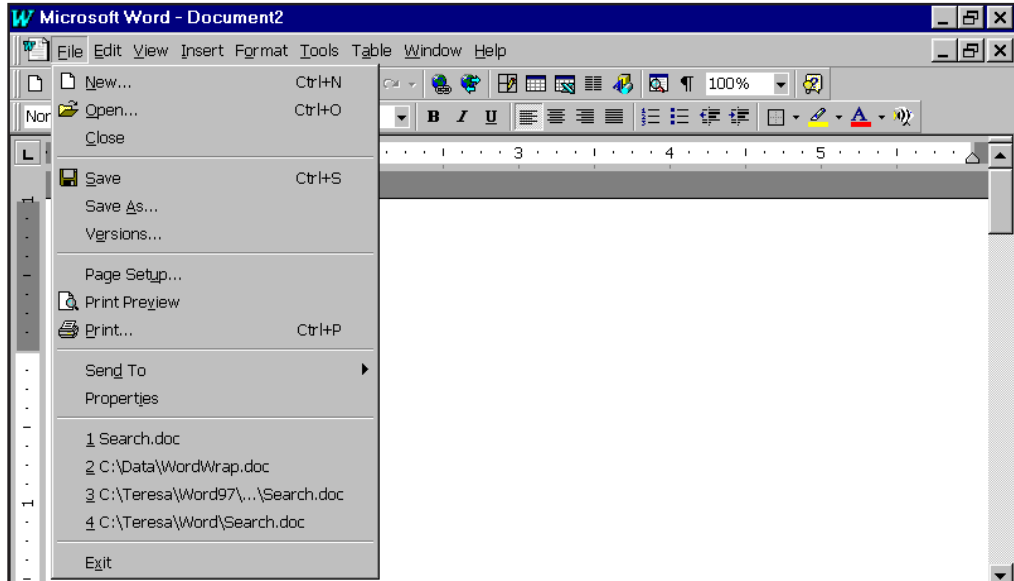
Only the text that appears after your cursor was reformatted into a single column.

8. Practice creating different column styles throughout this document.
9. Close the document, without saving the changes.

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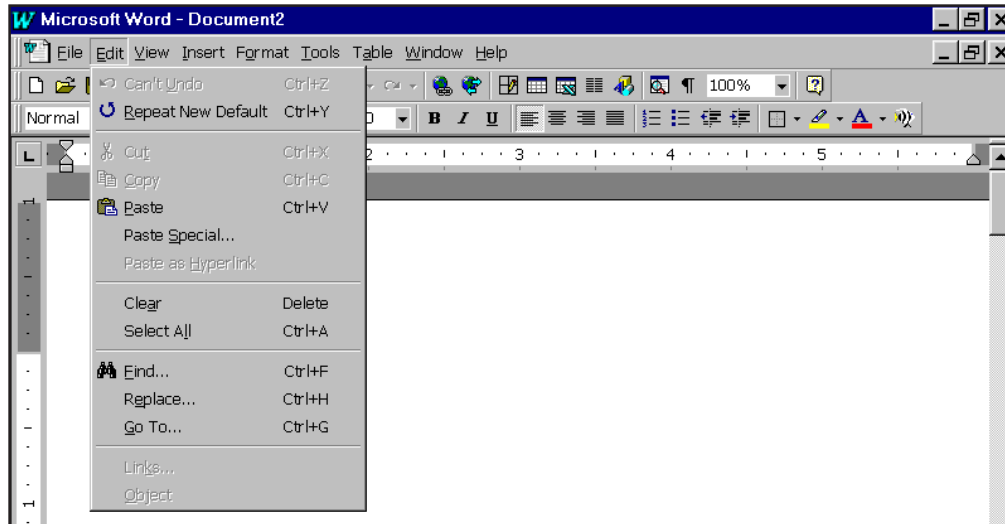
Appendix A: Menu System

File Menu



New	Creates a new document.
Open	Opens a copy of an existing document.
Close	Exits a document without exiting Word 97.
Save	Saves a document. If the document has already been named, Word 97 will overwrite the old version with the current document.
Save As	Saves a document for the first time or allows user to save existing document under a new name.
Versions	Saves and manages different versions of the document within the same file.
Page Setup	Allows specification of document margins, paper size and type, paper source, header and footer, vertical alignment and line numbering options.
Print Preview	Allows you to see pages exactly as they will be printed.
Print	Prints a document, page(s), or selection to specified printer.
Send To	Send the document via electronic mail to another network address.
Properties	View document properties.
Exit	Exit from Word 97.

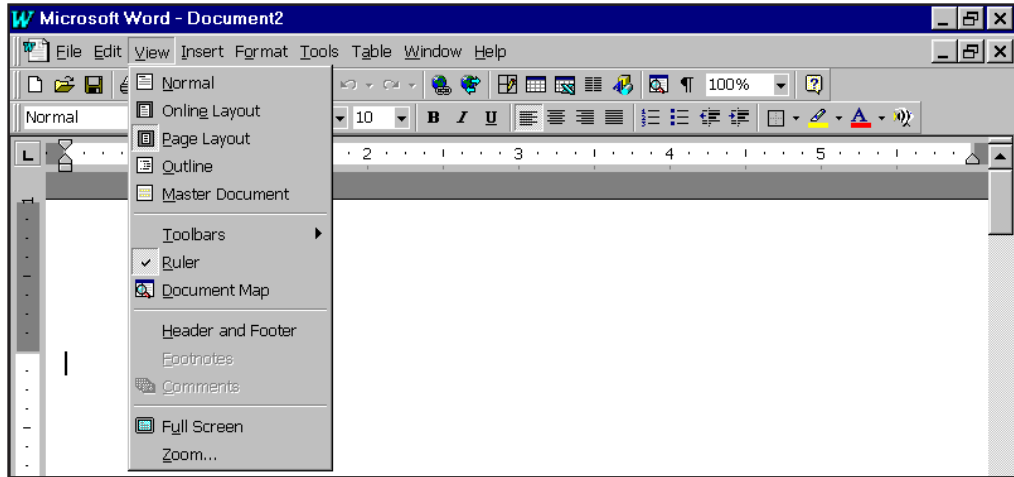
Edit Menu



Can't Undo/Undo	Tells you if you can or cannot cancel the most recent changes to your document.
Can't Repeat/Repeat	Allows you to repeat the most recent procedure or function you have performed.
Cut	Cuts selected text or graphics to the Clipboard.
Copy	Makes a copy of selected text or graphics and places the copy on the Clipboard.
Paste	Restores cut or copied text or graphics from the Clipboard to your document.
Paste Special	Embeds an OLE object into your document.
Paste As Hyperlink	Creates a hyperlink to pasted text.
Clear	Delete selected text or object(s).
Select All	Selects everything in the current document.
Find	Searches forward or backward for a specified word, special character or word pattern within a document.
Replace	Searches and replaces a specified word, special character or word pattern with the next text.
Go To	Allows you to quickly go to a specific page, item or bookmark.
Links	Provides you with document format information regarding text or graphics that have been imported into Word. You can also update links from this menu.
Object	Allows you to edit selected object or picture.

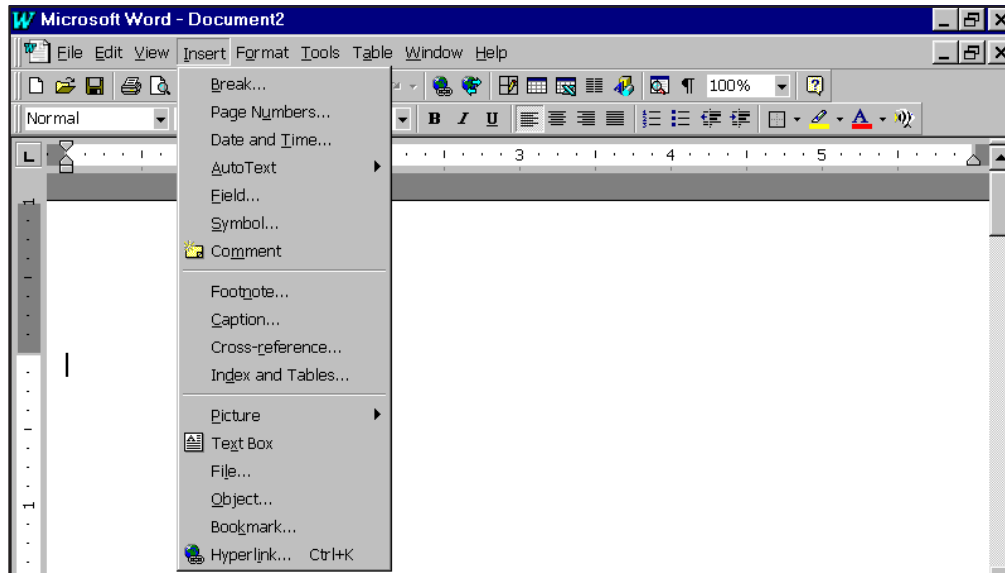
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View Menu



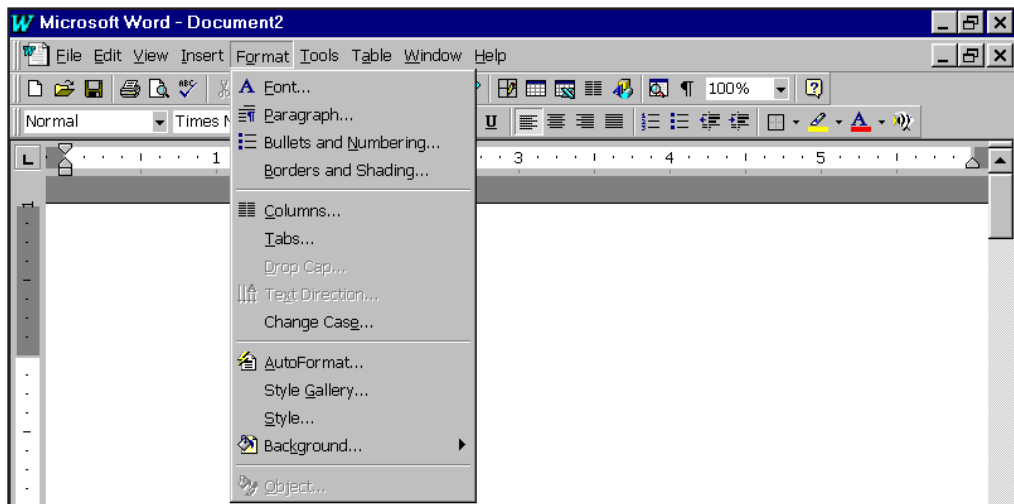
Normal	Provides you with the a view to edit text and graphics, shows page breaks, column breaks, etc..
OnLine Layout	Provides best view for reading documents on-screen. Uses the Document Map to navigate quickly through your document.
Page Layout	Displays the document as it will look when printed, shows pages and columns as they actually will appear. Required View when working with Frames.
Outline	Indents headings, subheadings, and/or body text to show you how the ideas relate to one another.
Master Document	Manage multiple subdocuments to facilitate inclusion in larger publications.
Toolbars	Permits you to show or hide the toolbar, which provides many buttons for performing the most popular functions.
Ruler	Permits you to show or hide the ruler, which shows indent, margin, and column markers.
Document Map	Outlines the document structure for easy navigation through your document.
Header and Footer	Allows you to establish headers and footers for your document with pagination and text.
Footnotes	Allows you to view the footnotes as you edit your document.
Comments	Allows you to view your comments.
Full Screen	Allows documents to cover entire screen.
Zoom	Provides degrees of magnification when viewing documents.

Insert Menu



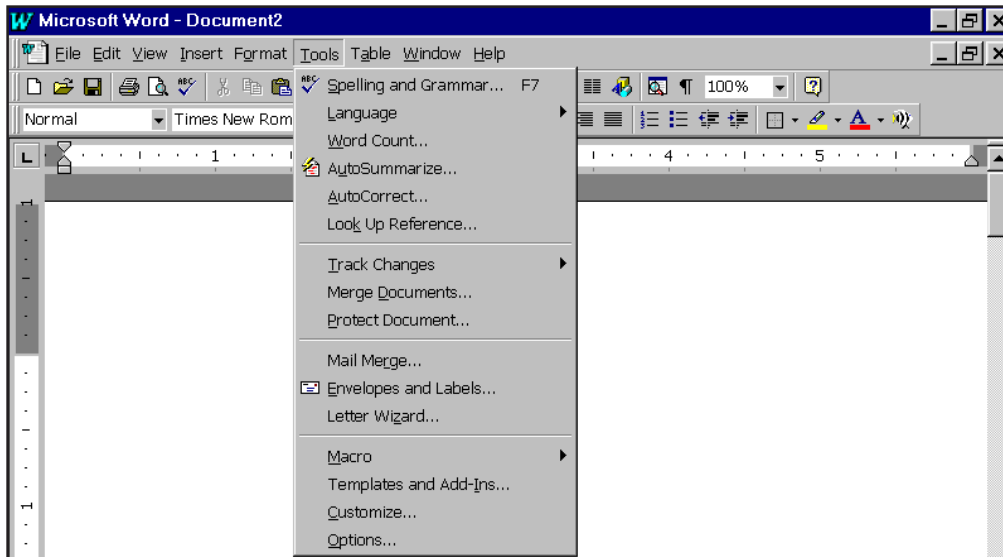
Break	Inserts a page, column or section break wherever your cursor is located.
Page Numbers	Inserts page numbers into the header or footer of your document.
Date and Time	Inserts an automatic date and time into your document.
AutoText	Create or modify the automatic text macro feature.
Field	Allows you to place a field into your document. A field is a special set of codes that will insert text, graphics, page numbers, etc. into your document.
Symbol	Inserts symbols and special characters into your document.
Comment	Insert a comment at the insertion point.
Footnote	Insert a footnote at this location.
Caption	Create caption for tables, graphics and other objects.
Cross-reference	Cross reference text on separate pages.
Index and Tables	Compiles the index and inserts an index field into your document wherever your cursor was located. Create a Table of Contents based upon document styles.
Picture	Insert graphics into your current document.
Text Box	Create graphic text box.
File	Insert other word processing files into your document.
Object	Allows you to go to another program, create a chart or graphic, and then return to your document with that graphic inserted into your document.
Bookmark	Insert bookmark to mark text, graphics, tables, etc. in your document.
Hyperlink	Inserts or edits the specified Hyperlink.

Format Menu



Font	Set the text attributes such as font, size, style, etc.
Paragraph	Allows you to set the paragraph attributes such as indents, spacing, and alignment.
Bullets and Numbering	Modify the settings of an outline or assign custom bullet images.
Borders and Shading	Create borders and shading for paragraph(s), page or table.
Columns	Design columns for your document.
Tabs	Set tab stops and leaders.
Drop Cap	Create a drop capital.
Text Direction	Change vertical or horizontal direction of text in text box.
Change Case	Alter the case of text.
AutoFormat	Automatically format text.
Style Gallery	Include individual styles in a group.
Style	Apply formatting attributes to separate text selections for easy updating or later alteration.
Background	Set background fill color.
Insert Text Box	Format graphic text box.

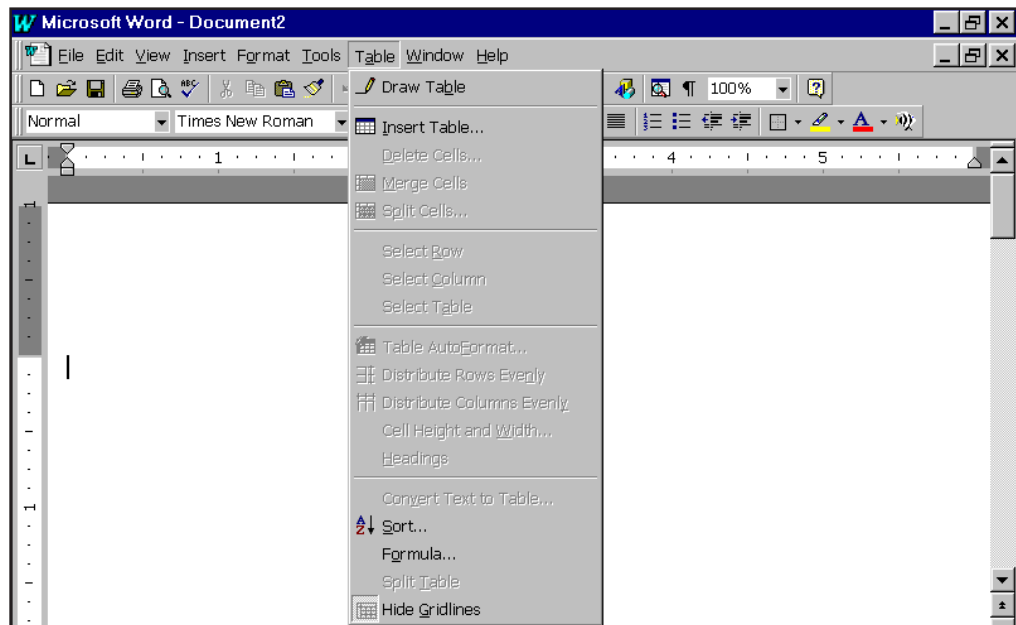
Tools Menu



Spelling and Grammar	Check the spelling of text and conducts a grammar check within the document.
Language	Set the system language, activates the thesaurus for word synonyms, or turn hyphenation on or off.
Word Count	Report the total number of words in the text of the document.
AutoSummary	Automatically summarizes key words in active document.
AutoCorrect	Automatically correct common typographical errors.
Look Up Reference	Looks up reference in an on-line reference program.
Track Reference	Compare modifications to multiple revisions of a document.
Merge Documents	Merges revisions of current document to original documents.
Protect Document	Allows password protection for document.
Mail Merge	Merge database or table information with form letters, labels, or envelopes.
Envelopes and Labels	Create envelopes or labels.
Letter Wizard	Runs Letter Wizard to help you quickly create letters.
Macro	Create automatic procedural tasks.
Templates and Add-Ins	Attaches a different template to the current document, loads Add-Ins or updates a document's styles.
Customize	Modify the toolbar and keyboard commands.
Options	Alter the default configuration of Word 97.

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Table Menu



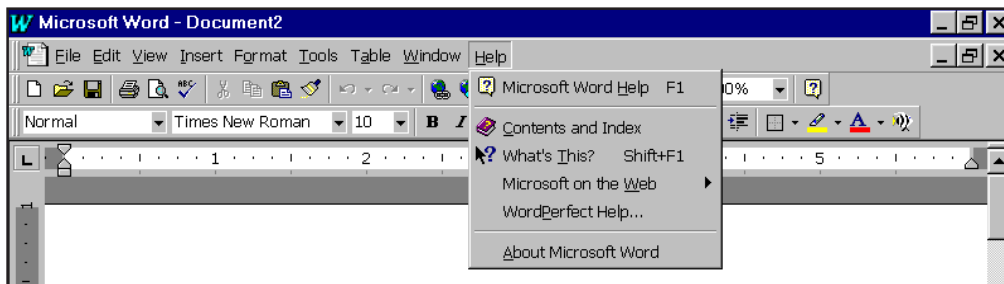
Draw Table	Activates table pen to draw columns and rows for your table.
Insert Table	Creates a table using the no. of rows and columns you input.
Delete Cells	Deletes specified columns and rows.
Merge Cells	Joins selected cells.
Split Cells	Separates selected cell into multiple cells.
Select Row	Selects the row where the cursor is located.
Select Column	Selects the column where the cursor is located.
Select Table	Selects the table where the cursor is located.
Table AutoFormat	Automatically format the appearance of text within a table.
Distribute Rows Evenly	Standardizes row height for rows in a drawn table.
Distribute Columns Evenly	Standardizes column width for columns in a drawn table.
Cell Height and Width	Alter the height and width of selected cells.
Headings	Create heading rows for multiple-page tables.
Convert Text to Table	Convert tabbed text to a table.
Sort	Alphabetize text within a table.
Formula	Create mathematical formulae for calculation.
Split Table	Separate a table into multiple tables.
Gridlines	Display or hide lines of a table.

Window Menu



New Window	Adds another window to a document.
Arrange All	Allows you to view all open documents at once.
Split	Separate a window

Help Menu



Microsoft Word Help	Activates Office Assistant for tips and Help options suggested based on your current actions in the document.
Contents and Index	Full Help menu allowing searching by topic or key words.
What's This?	Allows user to select specific help for any menu, toolbar or screen option.
Microsoft on the Web	Links to key areas on the World Wide Web.
WordPerfect Help	Display help about the product for experienced WordPerfect users.
About Microsoft Word	Product release and system utilization information.

SAMPLE - Not for training

Glossary

8086	Intel Corporation microprocessor chip similar to the 8088. This chip is used in IBM compatible computers. It is able to access memory two bytes at a time. Common processor speeds range from 4.77 to 8MHz.
8088	Intel Corporation microprocessor chip. The 8088 is a 16-bit chip, and it performs calculations two bytes at a time; however, it access memory only one byte at a time. Common processor speeds range from 4.77 to 8MHz.
80286	Intel Corporation microprocessor. This 16-bit chip processes data two bytes at a time and accesses memory at 2 bytes at a time. Common processor speeds range from 6 to 12MHz.
80386	Intel Corporation microprocessor. This 32-bit chip accesses memory and performs calculations four bytes at a time. Common processor speeds range from 16 to 40MHz.
80386/SX	Intel Corporation microprocessor. This 32-bit chip accesses memory two bytes at a time; however, the internal processing takes place in four bytes increments. Common processor speeds range from 16 to 33MHz.
i486	Intel Corporation microprocessor. This 32-bit chip accesses memory and processes data four bytes at a time. The on-board 8kb cache allows data to be stored inside the chip as the processor operates. Common processor speeds range from 25 to 100MHz.
i486/SX	Intel Corporation microprocessor. This 32-bit chip is exactly similar to the i486; however, it does not include on-board math coprocessing capabilities. Common processor speeds range from 20 to 33MHz.
8514/A	A color graphic display standard first implemented by IBM for the PS/2 line of personal computers. This is a high quality resolution monitor.
Accelerator	Usually an expansion board that augments or substitutes for the main microprocessor. This board offers faster processor speeds or greater processor capability.
Active Directory	Directory in which DOS operates if no other directory were specified. Also called the <i>Default Directory</i> .
Alt	Booster key on IBM compatible computer keyboards. Used in combination with other keys to allow additional functionality.
Append	DOS command that configures DOS to search for data files (and sometimes program files) in directories other than the active directory.
Application	Complete software programs. Word processors, database management, and spreadsheets are examples of application programs. Application programs are created using programming languages.
Archive Attribute	A file attribute that marks whether a file has been altered since it was last backed up. Most backup software resets archive attributes to allow <i>modified only</i> backups. During a modified only backup, only those files whose archive "bit" is set (changed since last backup) will be included in the modified only backup.
Archive	Storage of not-used computer files. Usually stored on tape; however, optical disks are becoming common.

ASCII	Acronym for American Standard Code for Information Interchange. ASCII is a list of codes which represent each letter of the alphabet, number, and grammatical symbol. For example, ASCII 65 is the uppercase A; the lowercase a is ASCII code 97. The codes 0 through 127 are standardized: every personal computer recognizes these codes. IBM and some compatible computers use the ASCII codes from 128 to 255. These are called the upper 128 codes and they are used for mathematical and graphic symbols.
Attrib	DOS command that allows manual setting of file attributes.
Autoexec.bat	ASCII file in the root directory of the boot disk. This file is automatically executed during the boot process. It contains any number of DOS commands, and it is usually created to establish initial system characteristics or to begin a menuing system.
Average seek time	The average duration, measured in milliseconds, that is required for disk drive's heads to move from one track location across the disk surface to another track location. It is a common measure of disk drive performance.
Backup	The duplication of data on another media. Usually used to copy hard disk data to floppy or tape. Used to allow restoration of data should the original copy become unusable.
Bad Sector	A disk sector that is unable to reliably store file data. Bad sectors can occur through normal use of diskettes or through disk head crashes: the read/write head's coming into contact with the platter of a hard disk.
Batch File	An ASCII file with the file extension of .BAT which executes the commands of the file in a batch fashion: one line of code after the other.
BIOS	Acronym for Basic Input/Output System. A part of the computer operating system that is hard coded into the system board.
Bit	One of the eight signals that are the constituent parts of a <i>byte</i> . Each of the eight signals has two states: off and on (0 and 1).
Boot	The process of starting a computer. Comes from "pulling the computer up by it's bootstraps."
Buffer	A section of random access memory that is allocated to temporarily store data.
Bug	A malfunction of a software program or hardware process.
Bus	The system board circuitry that connects different parts of the computer, including the expansion slots and the microprocessor.
Byte	A single character of data. Each alphabetic letter, number, or grammatical symbol is represented by one byte. Each byte is composed of eight <i>bits</i> .
Cache	An area of random access memory or disk space that is reserved to store data that is requested by the microprocessor. Cached data is available for use by the microprocessor without resorting to multiple disk read requests. Cached disks offer faster data processing.
CD (CHDIR)	The DOS command to change directory.
CGA	Acronym for Color Graphics Adapter. A first-generation of color monitor with a medium quality resolution.
CHKDSK	The DOS command to check a disk.
Click	The process of selecting an option using a mouse button. Some selections require <i>double clicking</i> , or depressing the button twice quickly while pointing to the option desired.
Cluster	The basic unit of disk space allocation. A cluster is a collection of contiguous disk space. Each cluster is comprised of sectors: usually four sectors in current hard disks and one or two sectors on diskettes. As DOS requires additional disk space for file storage it allocates additional clusters, not just additional sectors.

COM File	A file with the extension .COM. COM Files are created by compiling and linking lines of program code.
Command	A series of instructions that are entered at the DOS prompt (<i>command line</i>).
Command Line	The area immediately following the DOS prompt. It is in this area that commands are typed and issued.
Command.com	The DOS command interpreter. This program resides in the root directory of the boot disk, and it is responsible for initiating the boot up process. The internal DOS commands (i.e. dir, cls, type, etc.) are contained within the command interpreter.
Config.sys	A file that normally resides in the root directory of the boot disk. This file is an ASCII file that contains instructions related to the system configuration.
Configuration	The finished product of hardware and software alterations that establish the proper system settings.
Console	The keyboard (and screen) of the system.
Copy Protection	The process of discouraging software piracy by making it impossible (or difficult) to copy and distribute software programs. Some copy protection schemes work by permanently altering the original diskettes of a software program during the installation process.
CPU	Acronym for Central Processing Unit. The CPU is composed of the microprocessor and the related hardware which directly supports the microprocessor's function.
Crash	A malfunction of a system. Usually used to describe the condition of hard disk read/write heads coming in contact with the disk surface. System crash is the condition of the full system's becoming dysfunctional.
Cross Link	The condition of DOS files sharing the same final portion. Cluster addresses that have become concurrently addressed may cause cross linked files. Both files may become unusable because of the cross link.
Current Directory	The directory in which DOS functions. If an undirected command were issued the command would process data that is contained in the current directory (also called the default directory).
Cursor	Usually a blinking horizontal line that represents the location at which the next character will be typed, or deleted.
Cylinder	Hard disk drives have multiple platters, with parallel concentric tracks on each side. A read/write head is associated with each side of each platter, all sides moving in parallel. The group of all tracks at a given head position forms a cylinder. The concept is useful because all sectors in a cylinder can be read or written to without moving the read/write heads; the more sectors in a cylinder, the more potentially efficient the disk drive.
Cylinder Density	The number of sectors in a cylinder on a hard disk drive. That is the number of sectors that can be read without moving the drive's read/write heads.
Device Driver	A memory-resident program that lets the computer control a device, such as a plotter or external diskette drive. Device drivers are normally loaded into memory as part of the config.sys file.
Dialog Box	A small window opened on the screen by software to convey messages about the current state of the software program or to ask for information or an instruction.
Dip Switch	A small switch, normally with two positions, that is located on a circuit board.
Directory	A collection of information about a group of files that are on a disk. Directories tell the names of files, their sizes, and the times and dates that they were created or last altered. Directories also keep track of each file's starting location on the disk.

DMA	The acronym for Direct Memory Access. The electronic circuitry that transfers data between computer memory and a peripheral device, such as a disk drive, without first passing the data through the microprocessor chip. DMA allows computers to operate more quickly and efficiently.
DOS	The acronym for Disk Operating System. The standard operating system for IBM and compatible computers. DOS operates as the commander of the computer and is the system that gives the computer its personality.
EDLIN	A simple text editor provided by DOS for making ASCII files.
EXE File	A file with the extension .EXE. These files are created by compiling and linking program code instructions.
Expansion Board	A circuit board that is inserted in one of the computer's expansion slots. Expansion boards are used to add memory, input/output ports, and many other peripheral devices.
Expansion Slot	The socket inside a computer that is available for use by expansion boards.
FAT	The acronym for File Allocation Table. This table contains the starting point of each file on the disk. The FAT tracks the contents of each disk sector and allows ready reference to any requested file.
File Server	The computer which is dedicated to serving files to and receiving files from users of a network.
Formatting	The process of preparing a disk to accept file storage. The formatting process allocates disk clusters, tracks, and sectors.
Fragmentation	The process of file contents becoming discontinuous. DOS allocates disk clusters as they are requested, if a file requires additional clusters, the adjoining clusters may be filled, the remaining file information is stored in the next available cluster. This file is now fragmented.
GUI	The acronym for Graphical User Interface.
Hercules	A manufacturer of video graphic cards.
Interleave	The sequential assignment of sectors. As hard disks spin, their sectors are often not read in directly sequential order. The order in which they are read is designated as the interleave. For example, Sectors 1, 3, 5, 7, 2, 4, 6, 8 are read. This designates an interleave of 2.
kb	The abbreviation for kilobyte. A kilobyte is 1,024 bytes.
LAN	The acronym for Local Area Network. A LAN is a connection of personal computers which allow shared data and peripheral resources.
Lock	A file attribute that allows only one person access to a file at a time. Software programs which are designed for use in a network often make use of file locks to prevent concurrent access to a file.
Mb	The abbreviation for Megabyte. A Megabyte is 1,048,576 bytes.
MCA	The acronym for Micro Channel Architecture. This bus design is employed by most IBM PS/2 personal computers. It has potential performance advantages over earlier designs.
Memory	The workspace of a computer is the Random Access Memory (RAM). However, memory can also be used to designate the storage capacity of a disk. The workspace of the computer, commonly called RAM (Random Access Memory). This memory can be configured in four ways: conventional, high, extended, or expanded. Conventional memory is that memory from 0kb to 640kb that is directly managed by DOS. High memory is the memory bounded by 640kb and 1Mb. This high memory is usually reserved for relocation of device drivers and is often reserved for system use. Extended memory begins at 1Mb and is accessed as a contiguous sheet of workspace while the microprocessor operates in its protected mode. Extended

	<p>memory can only be accessed by 80286 or higher microprocessors. Expanded memory begins at 1Mb and is accessed through a 64kb window which resides in conventional or high memory. Expanded memory can be accessed by any microprocessor.</p>
MHz	<p>The abbreviation for MegaHertz. The frequency, measured millions of cycles per second, that a signal pulses. Normally used to measure the speed at which a microprocessor operates.</p>
Modem	<p>The abbreviation for Modulate-Demodulate. A modem is a peripheral device that converts digital signals to analog for transmission via telephone systems. The modem is also capable of converting analog signals to digital as the signals are received from the telephone system.</p>
ms	<p>The abbreviation for millisecond: one-thousandth of a second.</p>
MTBF	<p>The acronym for Mean Time Between Failure. A measure of the average (mean) duration that a product will operate within specifications.</p>
Multitasking	<p>The process of operating two or more software programs concurrently using one microprocessor. Multitasking programs allow a user to control two or more different programs at the same time; however, most users allow only one of the programs to be active in the foreground (visible to the operator); the other programs operate in the background. See also <i>task switching</i>.</p>
Offline	<p>Unprepared to receive data or input.</p>
Online	<p>Ready to receive data or input.</p>
Parallel Port	<p>An electrical circuit and the socket through which a computer can be connected to peripheral devices, especially printers. Parallel ports are called “parallel” because they send a byte of data in parallel, eight bits at a time across eight separate lines. Compare this to a <i>serial port</i> which sends a byte of data one bit at a time across a single line.</p>
Path	<p>A DOS command that configures DOS to automatically search for executable (program) files in specified directories when the file is not found in the current directory.</p>
Pentium	<p>Intel Corporation microprocessor. This 64-bit chip accesses memory and processes data eight bytes at a time. The on-board 64kb cache allows data to be stored inside the chip as the processor operates. Common processor speeds range from 60 to 133MHz.</p>
Port	<p>A point of connection between a computer and another electrical device. A port is an electrical circuit that presents a socket, usually at the back of the computer, to which a device is connected. There are a number of different kinds of ports, including <i>serial</i>, <i>parallel</i>, <i>mouse</i>, and <i>game</i> ports.</p>
POST	<p>The acronym for Power On Self Test. The POST is automatically initiated when a system is powered on or rebooted.</p>
Print Server	<p>The software or hardware device that is created to direct and manage print information on a network.</p>
Program File	<p>A file that holds a program, whether an application program like a word processor, a utility program, or DOS files like command.com. Generally speaking, program files have .EXE or .COM extensions. However, auxiliary files containing other parts of the program may have different extensions and you must take care that they are accessible to the main program file.</p>
RAM Disk	<p>A virtual disk drive that is created by allocating a portion of RAM (Random Access Memory). The disk may be used for data storage; however, the RAM disk is lost (along with any data stored in it) when the computer is turned off or rebooted.</p>

Read/write Head	The armature that moves across the disk surface to read or write data. Most disks have a read/write head on each side of the platter. The heads move between disk tracks. Data is read as the sectors along the tracks rotate beneath the heads.
RMDIR (RD)	The DOS internal command that allows removal of directories.
Root Directory	The highest level of a disk. This is the disk's main directory. Root directories have a fixed size, depending on the type of disk, and therefore, should not be used for indiscriminate file storage.
Sector	The smallest discrete portion of a disk surface. Each sector normally holds 512 bytes of information.
Serial Port	The peripheral connection socket through which a computer is connected to various devices, especially modems. Serial ports transmit a byte of data as a series of bits. Compare this to a <i>parallel port</i> which sends data in parallel, eight bits at a time across eight separate lines.
Stop Bit	In serial communication, one or more stop bits are employed to mark the termination of a byte of data.
Subdirectory	A subordinate directory in a directory structure.
Super VGA	A high resolution color graphics monitor specification.
Switch	A suffix appended to DOS commands which modifies the operation of the command.
Task Switching	The process of operating two or more software programs concurrently; however, as one program is functioning, the others are swapped to an inactive disk or memory file. The task switching program allows quick transfer to the other programs without reloading the originals from disk. See also <i>multitasking</i> .
VGA	A high resolution color graphics monitor specification.
Virus	A maliciously devised program that attaches itself to programs and data and travels from machine to machine as software is passed around. Once in a computer, a virus can spread to "infect" numerous files on hard disks and diskettes. It may lie dormant for months before becoming active, whereupon it may destroy massive quantities of data. The most malicious virii alter only small portions of data files thereby remaining unseen yet causing extensive damage to data totals.
Volume	The physical area of a disk that is allocated for contiguous data storage.

Index

SAMPLE - Not for training

A

attribute 19, 20, 21, 22, 23

B

Bold 19, 24, 25

bold 16, 17, 19, 20, 21, 43

Button 43

button

7, 11, 13, 18, 19, 20, 23, 30, 36, 38, 39, 43, 44, format 34, 44, 47, 50, 52

C

Center 22, 25, 29, 32

center 22, 23, 24, 29, 30

Column 42, 43, 44, 50, 52

column 33, 42, 43, 44, 45, 48, 50, 52

Copy 24, 38, 39, 47

copy 38, 39, 46, 47

Create 50, 51, 52

create 3, 30, 32, 34, 49

Cut 39, 47

cut 39, 47

D

Date 34, 49

date 34, 35, 49

Delete 7, 8, 9, 25, 27, 52

delete 6, 8, 9, 25, 28, 36

E

Edit 9, 38, 39, 40, 47

edit 6, 25, 37, 47, 48

Exit 46

exit 27, 29, 32, 43, 44

F

File

2, 10, 11, 12, 13, 14, 15, 16, 27, 41, 46, 49

Font 50

font 50

Footer 29, 30, 48

footer 29, 30

Format 32, 42, 44, 50

format 34, 44, 47, 50, 52

H

Header 29, 30, 48

header 29, 30

Help 2, 4, 5, 53

help 4, 5, 34, 53

I

icon 4, 9

Italic 21, 24, 25

italic 17, 20, 21, 22

J

Justify 22, 23

justify 24, 29

M

Margin 27

margin 3, 22, 27, 28, 48

Menu 2, 46, 47, 48, 49, 50, 51, 52, 53

menu 2, 40, 47

N

Normal View 43

P

Page Layout View 43

page number 7, 30

Print 1, 14, 15, 29, 31, 43, 44, 46

print 3, 14, 15, 21, 30, 36, 38, 43, 46, 48

Print Preview 14, 15, 29, 31, 43, 44, 46

S

Save 10, 11, 12, 32, 46

save 9, 10, 11, 12, 25, 28, 31, 32, 33, 38, 39

Save As 10, 11, 46

select text 17

Spell 36, 37, 51

spell 36, 37, 51

T

Tab 27, 32, 33

tab 32, 50

U

Underline 20, 21, 25

underline 16, 17, 20, 21, 22, 36

V

View 29, 43, 48

W

Window 2, 40, 41, 53

SAMPLE - Not for for training

