

WORD 2003







DISCLAIMER:







This reference guide is meant for experienced Microsoft Word users.

It provides a list of quick tips and shortcuts for familiar features.

This guide does NOT replace training or a comprehensive instruction manual.

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THE BASICS			
NEW, OPEN, SAVE, PRINT PREVIEW, PRINT, SPELL CHECK			
To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Start a new document	File > New		Ctrl N
Open an existing document	File > Open		Ctrl O
Save a document	File > Save		Ctrl S
Close all open documents	⇧ Shift File > Close All		
Print preview	File > Print Preview		None
Print a document	File > Print		Ctrl P
Spell check	Tools > Spelling and grammar		F7
Click and type	Double-click anywhere on the page. Word will create paragraphs and tabs to position text.		

EDITING			
DELETE, CUT, COPY, PASTE (MOVE), UNDO, REDO			
To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Delete one word to the left			Ctrl ← Bksp
Delete one word to the right			Ctrl Del
Delete text	Highlight text Edit > Clear > Contents		
Move text	Highlight text Edit > Cut Edit > Paste	 	Ctrl X
Copy text	Highlight text Edit > Copy Edit > Paste	 	Ctrl V
Undo	Edit > Undo		Ctrl Z
Redo	Edit > Redo		
Replace a word or phrase with another word or phrase	Edit > Replace Type the word you want to find. Type the word to replace it.		Ctrl H
Repeat last command	Edit > Repeat		Ctrl Y

NAVIGATION
MOVING THROUGH A DOCUMENT EFFICIENTLY

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Forward one word	None	None	
Back one word	None	None	
Forward one paragraph	None	None	
Back one paragraph	None	None	
Forward one page	None		
Back one page	None		
Go to a specific page	Edit > Go To	None	
Go to last cursor position (last 3 positions in memory)		None	
Go to a bookmark	Edit > Go To	None	
Go to text with heading styles	View > Document Map > Click the heading you want to view	None	None
Browse by object (page, list, field, picture)	Note: Word will browse by page unless the browse arrows are blue	Browse object (Below scroll bar)	None
Find a word or phrase	Edit > Find		

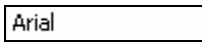















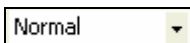
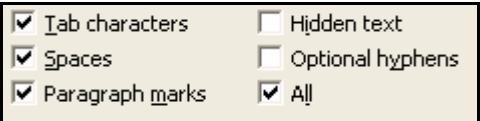

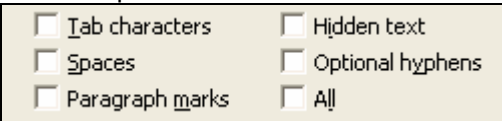

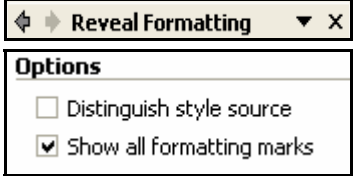

SELECTION TECHNIQUES
HIGHLIGHTING A WORD, SENTENCE, PARAGRAPH, DOCUMENT

To accomplish this ↓	Use this mouse technique ↓	(Or) ↓	(Or) key combo ↓
Select a word	Double-click		
Select next word			⇧ Shift Ctrl →
Select previous word			⇧ Shift Ctrl ←
Select a sentence	Ctrl click		
Select a line	Ctrl click in the left margin		
Select a paragraph	Ctrl double-click		
Select a column	Alt click		
Select a row	Double-click outside the row in the left margin		
Select a table	Table > Select Table	Alt double-click	
Select any text	Click at start of text. Release mouse button. ⇧ Shift click at end of text.		Click at start of text. ⇧ Shift Ctrl → until desired preferred text is highlighted
Select non-adjacent text		Select first block of text then release the mouse button. Ctrl click the next block of text.	
Select whole document	Edit > Select All	Ctrl click in the left margin –or– triple-click in left margin	Ctrl A












PAGE FORMATTING
MARGINS, PAGE BREAKS, PAGE ORIENTATION

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Set or change margins	File > Page setup Type the margins in inches.	Double-click the grey area of the ruler.	(None)
Insert page break	Insert > Break > Page break	None	Ctrl Enter ↵
Remove a page break	View > Normal Select the page break line. Edit > Cut	None	Select the break. Press Del Or click below the page break. Press ← Bksp
Print sideways (landscape)	File > Page setup Margins Landscape	None	None
Add page numbers	Insert > Page Numbers	None	None
Add page borders	Format > Borders and Shading Page Border Choose Setting and Style	None	None






FORMATTING
CHARACTERS, PARAGRAPHS, AND PAGES

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Change font (type style)	Format > Font > Choose Font		Ctrl  Shift 
Increase font size	Format > Font > Choose Size		Ctrl  (right bracket)
Decrease font size	Format > Font > Choose Size		Ctrl  (left bracket)
Add / remove bold	Format > Font > Font Style		Ctrl 
Add / remove <i>italics</i>	Format > Font > Font Style		Ctrl 
Add / remove underline	Format > Font > Underline style		Ctrl 
<i>Note: Underlined text may indicate a hyperlink. Try bold or italics to emphasize text instead.</i>			
Change capitalization	Format > Change Case	None	 Shift 
Apply or remove styles	Format > Styles and Formatting (or) View > Task Pane > 		
Reveal formatting codes	Tools > Options > View tab 		 to turn on
Hide formatting codes	Tools > Options > View tab 		 to turn off
Reveal or hide formatting	View > Task Pane		
Apply a theme	Format > Theme > Select a theme	Note: A theme is a collection of colors, graphics, and design features that provide a professional motif and consistency to a Word document.	
Copy formatting	Select the item whose format you want to copy. Click Format Painter  . (Double-click the Format Painter to paint the formatting onto multiple items.) Drag the mouse pointer across the text to be formatted.	None	

FORMATTING
ALIGNMENT, NUMBERS AND BULLETS

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Left-align text	Format > Paragraph > Alignment		Ctrl L
Center text	Format > Paragraph > Alignment		Ctrl E
Right align text	Format > Paragraph > Alignment		Ctrl R
Justify text (even on left and right sides)	Format > Paragraph > Alignment		Ctrl J
Number a list	Select the list Format > Bullets and Numbering	Select the list 	
Remove numbers	Select the list Format > Bullets and Numbering Choose None	Select the list 	
Add bullets to a list	Select the list Format > Bullets and Numbering Choose a bullet style		
Remove bullets	Format > Bullets and Numbering Choose None		
Use pictures instead of bullets	Format > Bullets and Numbering Click CUSTOMIZE Choose a picture		
Use outline-style lists	Select the list Format > Bullets and Numbering Choose Outline Numbered Choose an outline style		
	Press  to indent Press   to return to previous numbering scheme		

TABS AND INDENTS




To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
To indent a paragraph from the left margin	Format > Paragraph > Set Left Indentation		Ctrl M
To remove an indent	Format > Paragraph > Set Left Indentation to 0		Ctrl Shift M
To set a tab	Format > Tabs Set Inches Choose alignment Select leader symbol	Select a tab style  Click on the ruler to place a tab	
To move a tab	Format > Tabs Change Inches,	Slide the tab marker left or right on the ruler	
To delete a tab	Format > Tabs Click on tab measurement Choose Clear	Drag the tab marker down off the ruler	
To set a hanging indent	Format > Paragraph > Indentation > Set measurement		Ctrl T
To remove a hanging indent	Format > Paragraph > Indentation = 0		Shift Ctrl T

**TABLES
COLUMNS AND ROWS**

To accomplish this ↓	Use this menu ↓	(Or) button / mouse pointer ↓	(Or) key combo ↓
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**NOTE: Many of the following commands are found on the shortcut menu.
To display the shortcut menu, click the right mouse button. Context-sensitive options appear.**

CREATE A TABLE (MENU)





Create a table	Table > Insert Table Choose number of columns and rows		None
Merge cells	Select cells Table > Merge cells		None
Split cells	Select cells Table > Split cells		None

CREATE A TABLE (DRAW)





Display the Table toolbar	View > Toolbars > Tables and Borders		None
Draw a table	Table > Draw Table Drag the mouse to draw new columns and rows		None
Add a row or column	Draw it with the button →		None
Erase a line	Use the eraser →		None











SELECT

Select a cell	Table > Select > Cell	 inside the cell or triple-click	None
Select a row	Table > Select > Row	 left of the row	None
Select a column	Table > Select > Column	 above the column	[Alt] click
Select a table	Table > Select > Table	 upper left corner of table	None

INSERT

Tip: To insert multiple rows in one step, highlight multiple rows before using the Insert command.

Insert row	Table > Insert > Rows Above or Rows Below	None	
Insert row at end of table	Table > Insert > Rows Below	None	Go to last cell [Tab] [End]
Insert column	Table > Insert > Columns to the left or Columns to the right	None	
Insert column at end of table	Table > Insert > Columns to the right	None	None

TABLES (continued)			
To accomplish this ↓	Use this menu ↓	(Or) button / mouse pointer ↓	(Or) key combo ↓
DELETE			
<i>Tip:</i> To delete multiple rows, highlight multiple rows before using the Delete command.			
Delete a row	Table > Delete > Rows	None	None
Delete a column	Table > Delete > Columns	None	None
Delete a table	Table > Delete > Table	None	None
RE-SIZE			
Change row height	Table > Table Properties > Row tab		None
Change column width	Table > Table Properties > Column tab		None
FORMAT			
Shade all cells	Table > Table Properties > Borders and Shading > Apply to Table		None
Shade a cell or cells	Table > Table Properties > Borders and Shading > Apply to Cell		None
Shade one or more cells	Format > Borders and Shading		None
ALIGN			
Center cell or table	Table > Table Properties > Table tab > Center		
Align vertically and horizontally	Table > Table Properties > Cell tab	Display Tables and Borders toolbar  Click drop-down triangle 	
DISTRIBUTE			
Distribute rows evenly	Table > Autofit > Distribute Rows Evenly		None
Distribute columns evenly	Table > Autofit > Distribute Columns Evenly		None



MAIL MERGE

FORM LETTERS, MAILING LABELS, ENVELOPES, MASS E-MAIL AND FAX DISTRIBUTIONS









Mail merge is the process of combining a list of names, addresses, and other information with letters, envelopes, labels, e-mail messages, faxes or other documents.

- The list of names is called a **data document**.
- The letter, envelope, label, catalog, or document is called the **main document**.
- The data and main documents are saved as separate files.
- Insert fields from the data document into the main document.

Using the Mail Merge Wizard

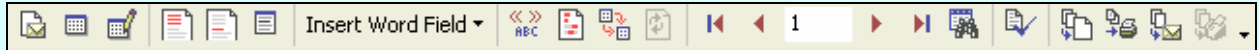
To accomplish this ↓	Use this menu ↓	Mail Merge Task Pane
Use the Mail Merge Wizard	Tools > Letters and Mailings > Mail Merge	Comment
<p>Step #1</p> <p>Select the type of document</p>		<div style="border: 1px solid black; padding: 5px;"> <p>Select document type</p> <p>What type of document are you working on?</p> <p><input checked="" type="radio"/> Letters</p> <p><input type="radio"/> E-mail messages</p> <p><input type="radio"/> Envelopes</p> <p><input type="radio"/> Labels</p> <p><input type="radio"/> Directory</p> </div>
<p>Step #2</p> <p>Select the starting document</p>		<div style="border: 1px solid black; padding: 5px;"> <p>Select starting document</p> <p>How do you want to set up your letters?</p> <p><input checked="" type="radio"/> Use the current document</p> <p><input type="radio"/> Start from a template</p> <p><input type="radio"/> Start from existing document</p> <hr/> <p>Use the current document</p> <p>Start from the document shown here and use the Mail Merge wizard to add recipient information.</p> </div>
<p>Step #3</p> <p>Select recipients</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Select recipients</p> <p><input checked="" type="radio"/> Use an existing list</p> <p><input type="radio"/> Select from Outlook contacts</p> <p><input type="radio"/> Type a new list</p> <hr/> <p>Use an existing list</p> <p>Use names and addresses from a file or a database.</p> <p> Browse...</p> <p> Edit recipient list...</p> </div>	<p>Names and addresses may be stored in a separate Word document, an Excel spreadsheet, an Access database or an Outlook contacts list</p>







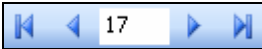

MAIL MERGE (CONTINUED)

To accomplish this ↓	Use this Mail Merge Task Pane ↓	Comment
<p>Step #4</p> <p>Compose the document</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Write your letter</p> <p>If you have not already done so, write your letter now.</p> <p>To add recipient information to your letter, click a location in the document, and then click one of the items below.</p> <ul style="list-style-type: none">  Address block...  Greeting line...  Electronic postage...  Postal bar code...  More items... </div>	<p>Choose Address block to insert an entire address</p> <p>Choose More items to insert specific fields</p>
<p>Step #5</p> <p>Preview the merged document</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Preview your letters</p> <p>One of the merged letters is previewed here. To preview another letter, click one of the following:</p> <div style="text-align: center; margin: 10px 0;"> << Recipient: 86 >> </div> <p> Find a recipient...</p> </div>	
<p>Step #6</p> <p>Complete the merge</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Complete the merge</p> <p>Mail Merge is ready to produce your letters.</p> <p>To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.</p> <p>Merge</p> <ul style="list-style-type: none">  Print...  Edit individual letters... </div>	<p>Choose Edit individual letters to merge to a temporary document for reviewing on the screen</p> <p>Or print</p>

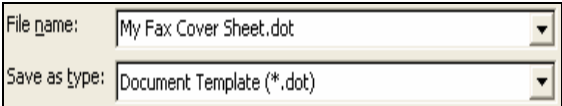
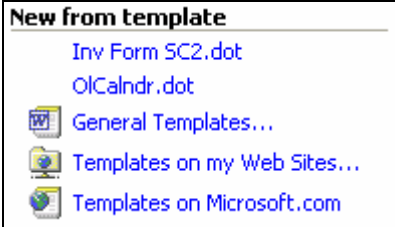
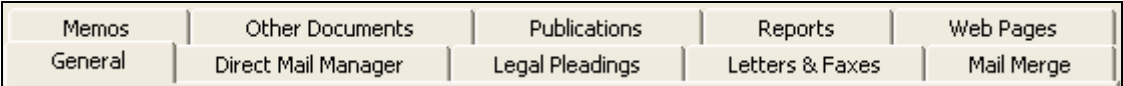
Without using the Mail Merge Wizard






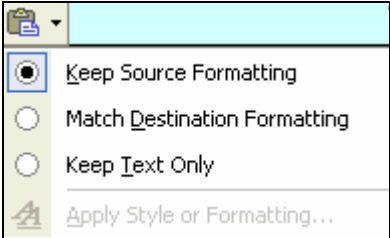
Display the Mail merge toolbar: View > Toolbars > Mail Merge


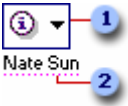


To accomplish this ↓	Use this menu ↓	(Or) button ↓
Create the main document	File > New	
Open the data source	File > New or File > Open	
Choose the recipients		
Insert merge fields		
Check for errors		
Review one merged item (View merged data)	This feature displays the current document with merged data from one record	
Click forward or back buttons to display first, previous, next and last records	Type the number of the record you want to view	
Merge to your choice: * New document (review on screen) * Printer * E-mail * Fax		






COMMON PROBLEM	SOLUTION
Word keeps typing numbers in a list.	Tools > Autocorrect > Options Click the Autoformat as you type tab Uncheck Automatic numbered lists
Word keeps using bullets I don't want.	Tools > Autocorrect > Options Click the Autoformat as you type tab Uncheck Automatic bulleted lists
I can't see the beginning of the first line in a paragraph.	Format > Paragraph > Set SPECIAL to First Line Set BY to 0 (zero) -or- press Ctrl ⇧ T
My screen displays paragraph marks, arrows and dots.	Tools > Options > View tab Uncheck formatting marks
I have numbered paragraphs. I want the second line of each paragraph to be indented the same as the first line.	Do not type numbers at the start of each paragraph. Use Auto-number (see the section on alignment) to let Word number the paragraphs for you. The second line will align with the first line.
I want Word to number my list starting with #1.	Select the numbered list. Format > Bullets and Numbering > Numbered tab Restart numbering
I want Word to continue the numbering scheme from a previous numbered list.	Select the numbered list. Format > Bullets and Numbering > Numbered tab Continue previous list
Word unexpectedly changes my spelling, capitalization, punctuation or formatting.	Check the Autocorrect and Autoformat options. Tools > AutoCorrect Options
How can I include clip art with my document?	Insert > Picture > Clip Art
Where can I get more clip art?	Insert > Picture > Clip Art > Clips On Line
How can I include a scanned photo or document?	Insert > Picture > From Scanner or Camera
How can I attach my document to an e-mail message?	File > Send To > Mail Recipient
I already typed an address in a letter. How can I make an envelope for it?	Highlight the address in the letter. Tools > Letters and Mailings > Envelopes and Labels
How can I save my document as a web page?	File > Save As Web Page
How can I create a newsletter with columns?	Format > Columns. Select the number of columns you want. Observe the Preview. Notice the " APPLY TO " setting. If you choose "selected text", a one-column title can span two or more columns of text (like a newspaper).

COMMON PROBLEM (continued)	SOLUTION
I often create documents with similar content and formatting. How can I save time?	Use a template. Word comes with a set of templates or you can create your own.
When I use a template, the data from the last usage is not cleared; I see the last text I entered.	<p>Save the file (without data) as a template. Keep the default file location as the template directory.</p> 
To use a template, use the File ... New menu option and select the template. Do not OPEN the template	
<p>Template categories:</p> 	

INDICATOR	MEANING
Red, wavy underlines 	Spelling error
Green, wavy underlines. 	Grammar error
Blue, wavy underlines 	Formatting inconsistency
	Smart Tag options are available
	Paste options 

IMPROVED FEATURES	USE
Collaboration	Tracking and reviewing
Speech recognition	To select menu, toolbar, dialog box, and task pane items by using your voice
Handwriting recognition	To enter text into a document. You can write by using a handwriting input device — such as a graphics tablet or a tablet-PC — or you can write using your mouse. You can have your natural handwriting converted to typed characters or leave text in handwritten form.
Multi-selection	Use the Ctrl key to select noncontiguous areas of a document, which makes it easy to format text in different places.
Improved picture bullets	<p>Picture bullets now behave just like other bullets in Word. Different picture bullets can be used for different levels, enhancing their use in communicating information.</p> 
<p>Smart tags</p> 	<p>Save time by using smart tags to perform actions in Word that you'd normally open other programs to do. For example, you can add a person's name and address from your document to a Microsoft Outlook contact folder by simply clicking a smart tag, and then selecting the action.</p>

TIPS

WHAT TO DO	WHY TO DO IT									
Type text before formatting	<ul style="list-style-type: none"> ♦ You will concentrate on the content first without the distractions of formatting tasks. ♦ You save formatting time. Just apply formatting once instead of turning a format on before typing, then off when finished typing. 									
Use tables to position text and graphics on a page	<p>Tables provide flexibility in page layout. Think of tables as picture frames in a collage. Each cell can hold a word, paragraph or picture. Turn off the table gridlines to hide the visible cell dividers. Tables can have differing numbers of columns and rows.</p> <p style="text-align: center;">EXAMPLE:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3" style="text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Heading</td> <td style="text-align: center;"></td> <td style="text-align: center;">List items here:</td> </tr> <tr> <td style="text-align: center;">This could be a paragraph.</td> <td style="text-align: center;">Label</td> <td style="text-align: center;"> <ol style="list-style-type: none"> 1. Step one 2. Step two 3. Step three </td> </tr> </tbody> </table> <p>Web pages often use tables to control the position of text and graphics.</p>	Title			Heading		List items here:	This could be a paragraph.	Label	<ol style="list-style-type: none"> 1. Step one 2. Step two 3. Step three
Title										
Heading		List items here:								
This could be a paragraph.	Label	<ol style="list-style-type: none"> 1. Step one 2. Step two 3. Step three 								
Use shortcut menus to view context-sensitive options (click the right mouse button). Newer keyboards have a button to display shortcut menus.	<ul style="list-style-type: none"> ♦ Only appropriate options are displayed. ♦ You save energy because you don't have to move the mouse up to the menu bar. 									
Turn on the Show / Hide button 	It's easier to troubleshoot spacing problems when you can see tabs, spaces, and paragraph marks.									
Right-click any toolbar button to view a list of available toolbars.	Fewer steps than using the View > Toolbars menu option									
Hide or display white space between pages in Print Layout view	 Click on page breaks in Print Layout view									