



**INFORMATION SYSTEMS SERVICES**

**Beginners Guide to Microsoft  
Word XP**

***This document gives an  
introduction to the Microsoft  
Word XP word processing  
software.***

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## Format Conventions

In this document the following format conventions are used:

Commands that you must type in are shown in <b>bold Courier</b> font.	<b>WIN31</b>
Menu items are given in a <b>Bold, Arial</b> font.	<b>Windows Applications</b>
Keys that you press are enclosed in angle brackets.	<b>&lt;Enter&gt;</b>

## Feedback

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## Print Record

This document was printed on 11-Jun-03.

# 1. Introduction

## Aim of this document

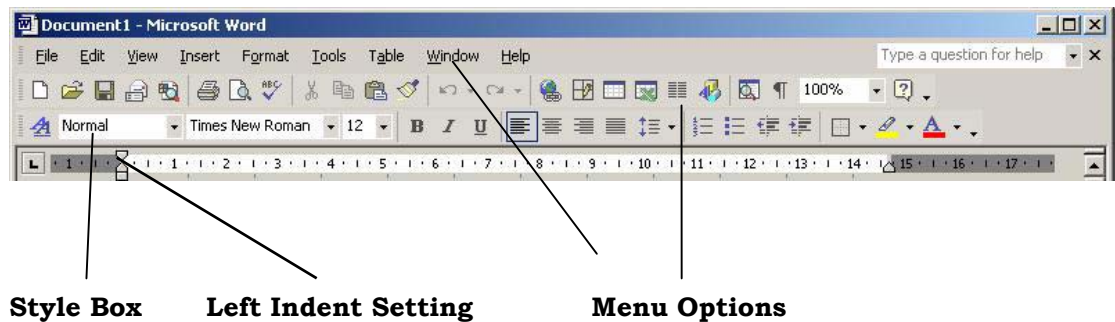
This document tells you how to use the Microsoft Word XP (or 2002) word processor. Word XP is part of the Microsoft Office suite of programs which includes Word, PowerPoint, Access and Excel. The document gives you a basic introduction to Word XP, showing you how to start the program and create simple documents.

## Prerequisites

In order to make effective use of this document you should be familiar with Windows XP, which includes the use of a mouse. If you are not familiar with Windows XP you should read the introductory document *BEG 18 - Getting Started With Microsoft Windows XP*.

## Terms used in this document

The following diagram illustrates some of the terms used in this document.



**Figure 1. Common items in Word**

## 2. Starting Word

To run Word, click on the **Start** icon on the taskbar to display the **Start** menu and then move the mouse pointer onto **Programs** and click on **Microsoft Word**. If you have the Word icon on your Desktop you can also run Word by double-clicking on the icon.

### The Word window

When you open Word, a blank document is automatically opened for you. The Word window contains several important areas:

**Menu bar** Across the top of the window is the menu bar which contains drop-down menus allowing you to access all of Word's functions. To see the menu items, click once on the menu name. Where a menu item has an arrow to the right of it, clicking on it will reveal a further sub-menu.

**Toolbars** Below the menu bar you will find one or more toolbars. The window in Figure 2 shows the Standard toolbar and the Formatting toolbar below it. The Standard toolbar contains icons to perform common tasks such as copy and paste.

There are a number of other toolbars available in Word. To show or hide them, click on the **View** menu and select **Toolbars**. This shows a list of all toolbars. To show a toolbar click on its name. Clicking on a toolbar with a tick next to its name will hide it.

**Status bar** Along the bottom of the screen is the status bar which displays information about your document, for example page number. If you press the **<Insert>** key to go into overtype mode, the OVR button on the status bar is highlighted. Pressing the **<Insert>** key a second time takes you out of overtype mode.

**Rulers** You can display rulers along the top and left of your document. The top ruler shows the indent settings and any tab settings you have created for the current paragraph.

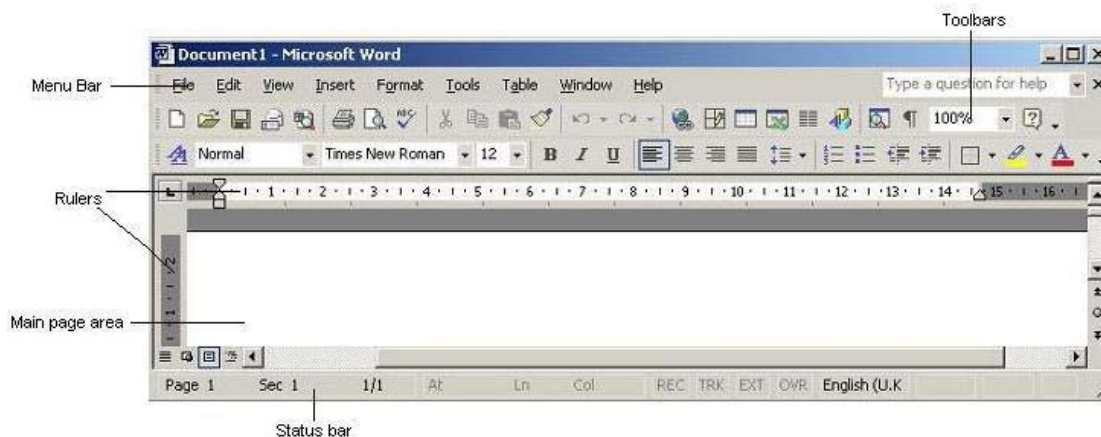


Figure 2: The word Screen

### 3. Opening and closing files

#### Creating a new document

To create a new document, select **New** from the **File** menu. This displays the **New** dialog box (Figure 3) This appears toward the right side of the screen. Select the **Blank Document** icon and click on **<OK>**.

Alternatively, press **<Control>** and **<N>** together. This creates a new blank document without bringing up the **New** dialog box.

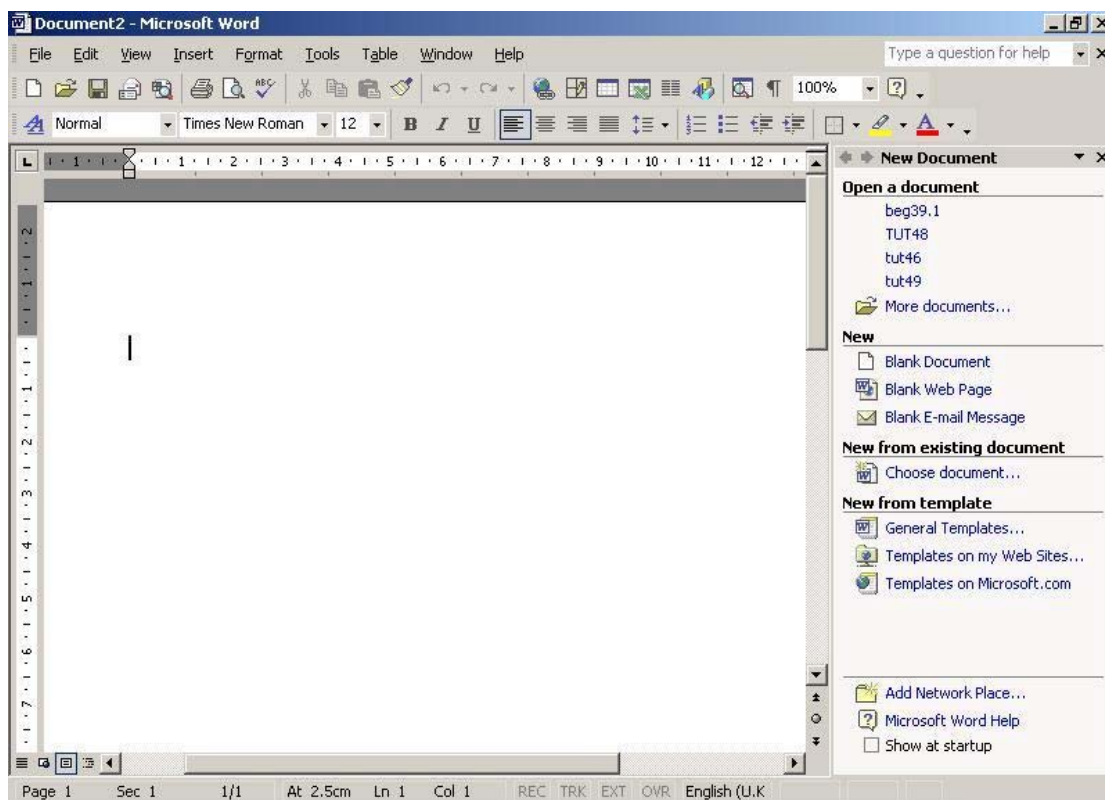
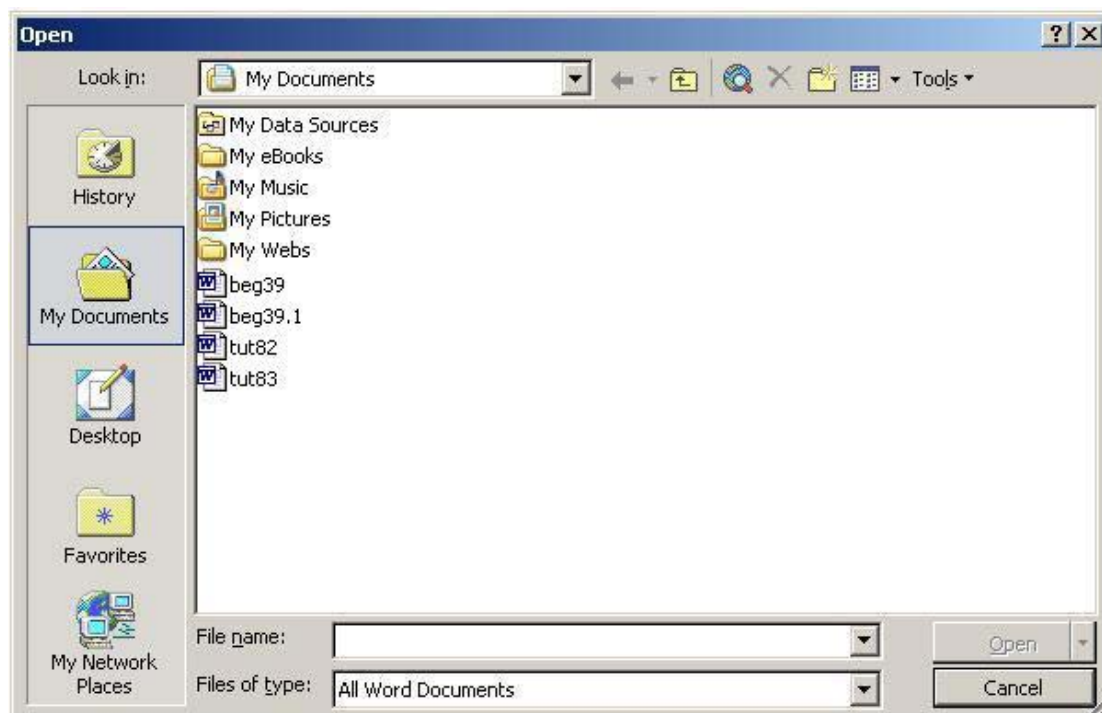


Figure 3. Document screen

## Opening an existing document

To open an existing document, select **Open** from the **File** menu. The **Open** dialog box displays a list of files in the current directory. To change the directory, click on the down arrow next to the **Look in:** box and choose your directory.

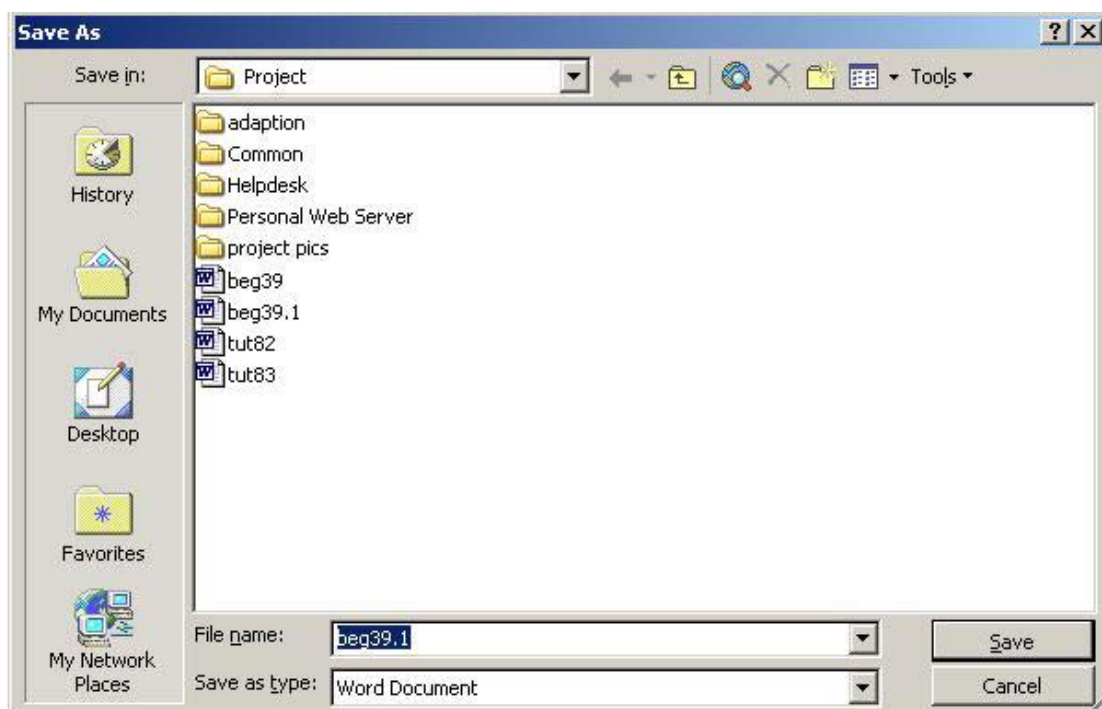


**Figure 4. Open dialog box**

To open a file from the list, click on the file name to select it and click on the **<Open>** button.

## Saving your document

To save the current Word document, choose **Save** from the **File** menu. The first time you save a new document, the **Save As** dialog box is displayed.




**Figure 5. Save As dialog box**

Select the directory you want to save your file in by clicking on the down arrow to the right of the **Save in:** box. Type a name for your document in the **File name:** box. If you plan to share the document, use it across the network, or on a Windows 3.1 computer, your file name should be eight characters or fewer. Finally, click on the **Save** button.

The next time you save your document the **Save As** dialog box will not appear. If you want to save your document with a different name, choose **Save As** from the **File** menu to bring up the **Save As** dialog box.

## Leaving Word

To close Word, choose **File, Exit** or press **<Alt>** and **<F4>** together, or click in the **close** box  at the top right of the Word window. If you have not saved your document, a dialog box appears asking if you want to save it. Select **Yes** to save the document, **No** to quit without saving or **Cancel** to return to editing your document in Word.

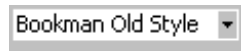
# 4. Simple formatting


## Character formatting

To enter text into a document, simply click in the main document area of the Word window and begin typing.

To select an area of text to format, place the cursor at the start of the text then, holding down the left mouse button, move the cursor to the end of the text and release the mouse button. This method selects text one word at a time. To select text one character at a time, move the cursor to the start of the text then holding the **<Shift>** key down, move the cursor using the arrow keys on the keyboard.


If the **Formatting** toolbar is not visible, select **Toolbars** from the **View** menu and click on **Formatting**. Click on the buttons shown below to apply the described formatting.

 Click on the down arrow to select from a list of fonts.

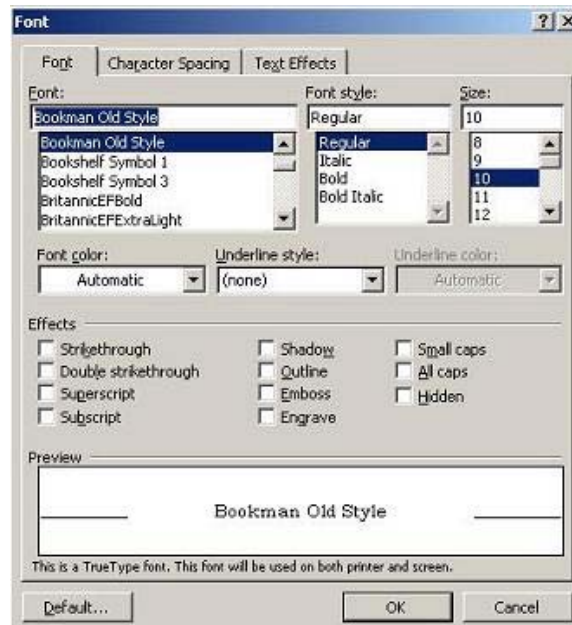
 Click on the down arrow to choose the font size.

 **Bold**

 *Italic*

 Single underline

These font formatting options and several additional options can also be changed by selecting **Font** from the **Format** menu to display the **Font** dialog box (Figure 6).



**Figure 6. Font dialog box**

## Paragraph formatting

The following buttons on the **Formatting** toolbar all control justification, and apply to the whole paragraph.



Left justified



Center justified

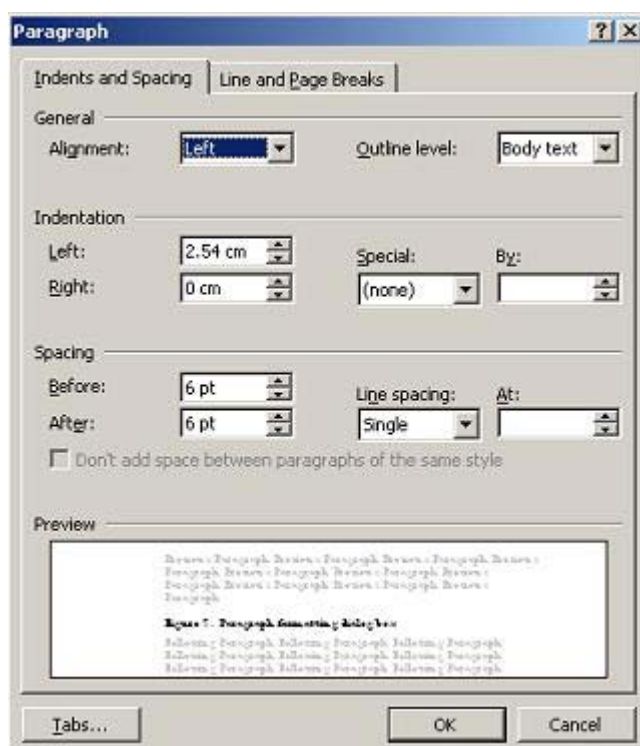


Right justified



Fully justified – the selected paragraphs will be aligned to both the left and right margins.

More paragraph formatting options are available by selecting **Format, Paragraph** (Figure 7).



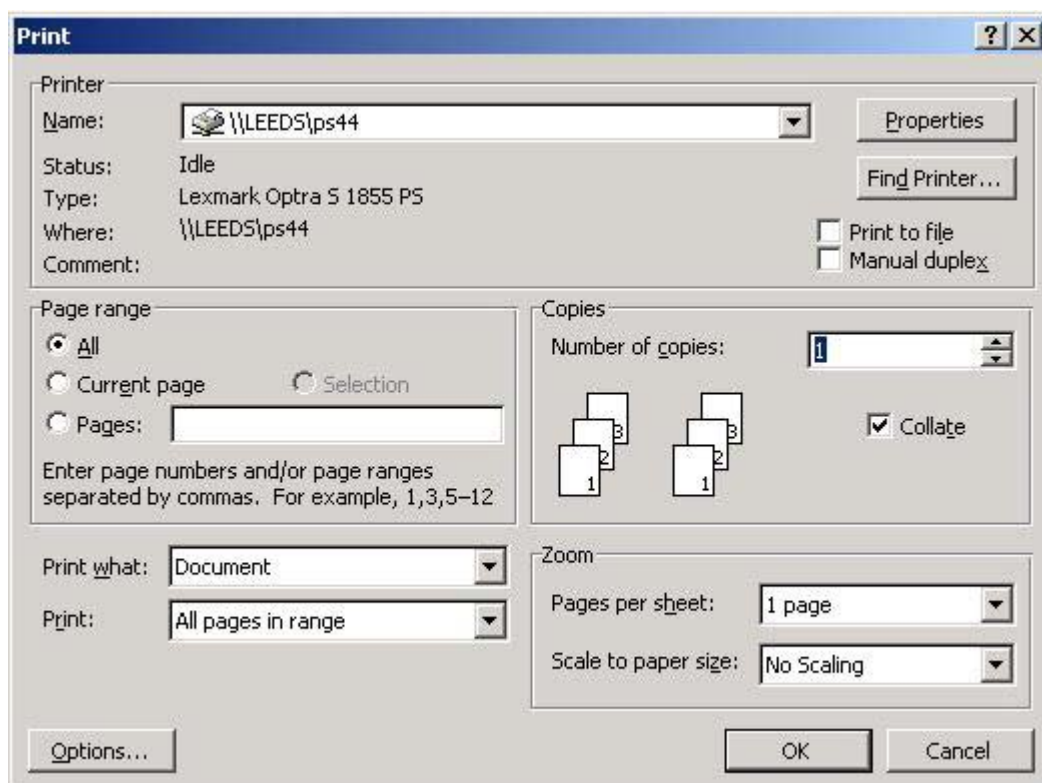
**Figure 7. Paragraph Dialog box**

Options available include:

- |                     |  |
|---------------------|--|
| <b>Alignment</b>    | The same options as available through the Formatting toolbar   |
| <b>Indentation</b>  | <b>Left</b> and <b>Right</b> indent the whole paragraph by the specified amount. Special options include <b>First line</b> to indent only the first line of a paragraph, and <b>Hanging</b> to indent every line except the first. |
| <b>Spacing</b>      | Controls the spacing before and after a paragraph.   |
| <b>Line Spacing</b> | Controls the space between lines within a paragraph.   |

## 5. Printing

To print your document select **Print** from the **File** menu to display the **Print** dialog box (Figure 8).




**Figure 8. Print dialog box**

Make sure that the correct printer is selected. If not, click on the down arrow to the right of the **Name:** box and choose one from the list. In the **Page range** section select:

- **All** to print the whole document.
- **Current page** to print only the page the cursor is on.
- **Pages** to print specified pages. Enter the page numbers in the box as a range e.g. 1-5 or as individual numbers e.g. 1,2,5.

Click on the **<OK>** button to print to the document.

## 6. Getting help

As with Word 2000 you can use the Office Assistant. This appears as an animated paper clip (Figure 9). This feature automatically offers you help with certain topics, such as writing a letter. You can also ask it for help using its search feature. If the Office Assistant is not visible click the help icon on the **Standard** toolbar. 

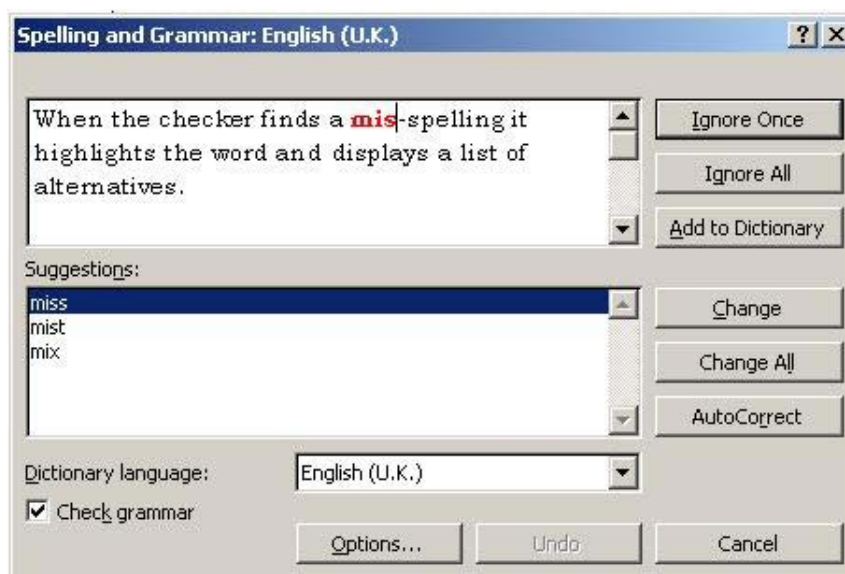


**Figure 9. Office Assistant**

Online help is also available from the **Help** menu. Select **Contents and Index** to see a list of all the topics covered.

### Spell checker

A spell checker and thesaurus are provided with Word. To spell-check a document, select **Spelling and Grammar** from the **Tools** menu or press <F7>.



**Figure 10. Spelling and Grammar dialog box**

When the checker finds a mis-spelling it highlights the word and displays a list of alternatives. You can choose from the following options:

<b>Ignore</b>	Do not change this occurrence of the word.
<b>Ignore All</b>	Ignore all words spelt this way.
<b>Add</b>	Do not change the word, and add this spelling to the dictionary.
<b>Change</b>	Change the word for the highlighted suggestion.
<b>Change All</b>	Change all words spelt this way to the highlighted suggestion.
<b>AutoCorrect</b>	Correct the spelling to the highlighted suggestion and automatically correct any future similar mis-spellings.
<b>Cancel</b>	Leave the spell checker.

To look a word up in the Thesaurus, place your cursor on the word, and from the **Tools** menu select **Language, Thesaurus** or press **<Shift>** and **<F7>** together.

## Other documentation

Other Word documentation is available from the ISS Help Desk and the ISS Web site at:

<http://www.leeds.ac.uk/iss/documentation/wp.html>