

Introduction to MS Word 97 for PC



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This document has been prepared for you by W&MF staff so that you can familiarize yourself with the basics of Microsoft Word 97 for Windows (PC). This document is meant to serve as a future reference for you. Not all the information mentioned in this document will be covered in the **Introduction to MS Word** class. Before taking this course, you should be familiar with the Windows computing environment or have completed the Introduction to the PC class.

What is Microsoft Word 97?

Microsoft Word is one of the most useful word processing programs you will ever encounter. Microsoft Word version 97 includes features to help you create, format, and produce documents. Some key features include the ribbon, ruler, menu bar, toolbar, spell check, and grammar help. And if you need help, there is an on-line help feature that can assist you.

Getting Started



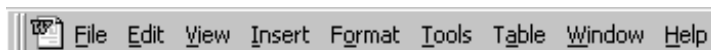
MS Word

You start Word on the PC by clicking on **Start**, then **Programs**, then **Word Processing**, and choosing **Microsoft Word**.

What you see on the screen

When you start Word, a new blank document appears on the Word screen. The following four items, that help you format your new document, will appear.

Menu bar



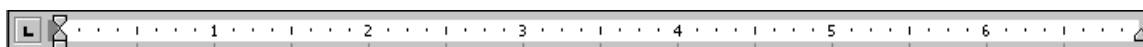
Tool bar



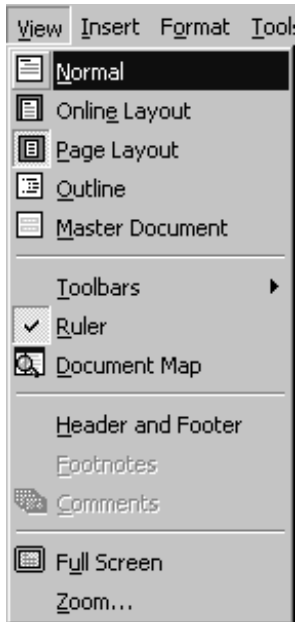
Formatting Ribbon



Ruler



The **Menu bar** is where you will find pull-down menus that hold all the functions that you may need to manipulate your document in Word. The **Ruler** allows you to modify the margins, margin indents, and tab locations of your document. The **Toolbar** gives you short cuts to the most commonly used functions (e.g. cut, paste, print, etc.). The **Formatting Ribbon** allows you to quickly change the format of your text, whether you want to change the font, point size, justification, or other.



- If the **Ruler** does not appear on the screen, go to the **View Menu** and select **Ruler**.
- If the **Tool bar** or **Formatting Ribbon** do not appear, select **Toolbars...** A dialog box will appear allowing you to select any number of different toolbars.

FYI: Toolbars give you short cuts. They allow you to point and click to a desired function (e.g. cut, paste, print, etc.), as opposed to dragging a menu down and searching for the option in the pull-down menus. The **Standard** and **Formatting Ribbon** toolbars are what will appear by default and are usually all you ever need when creating a new document.

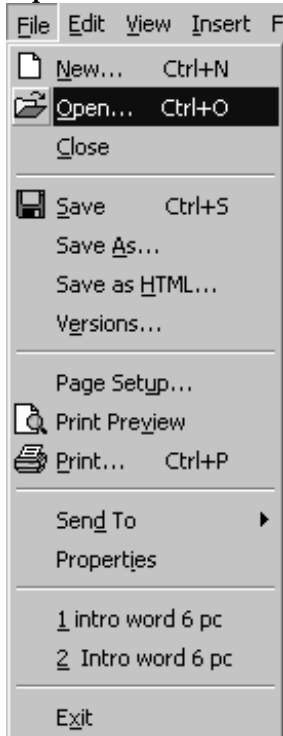
File Management

With your screen set up with all of the four items above, you are ready to start creating a file.

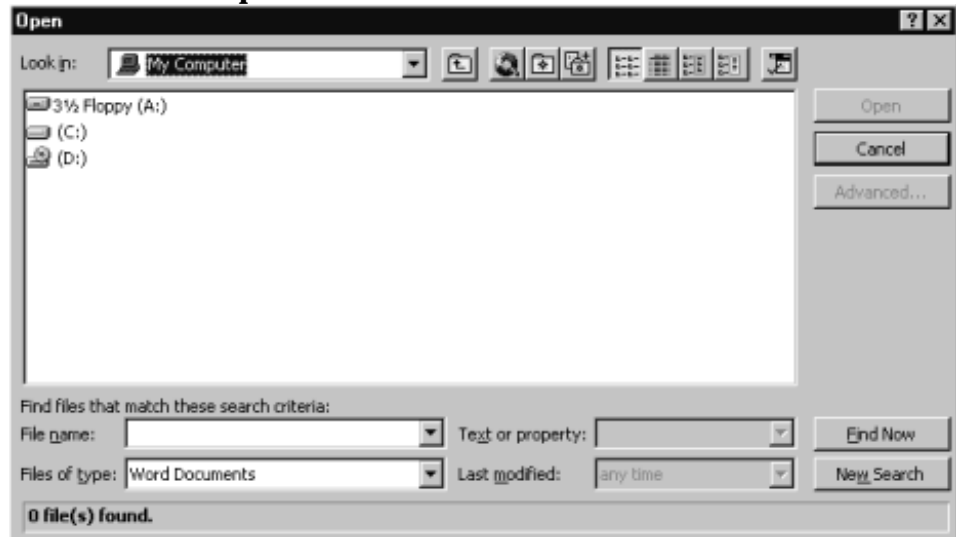
New document

To begin a new document, go to the **File** menu and select **New**. A dialog box will appear giving you many different options. Simply click **OK** for a normal blank document to appear.

Open



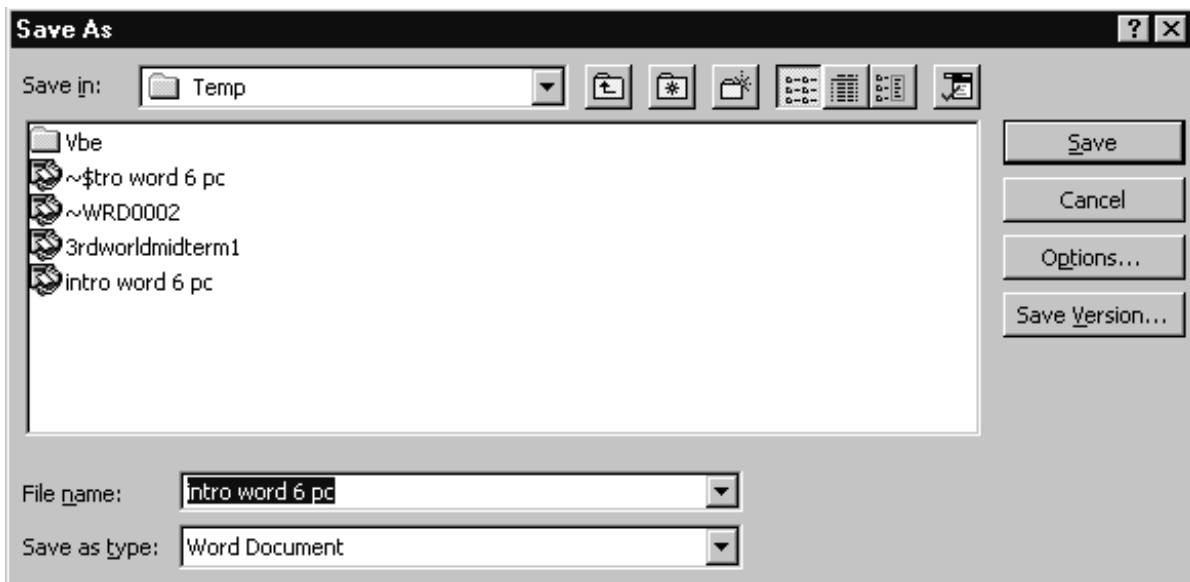
To open a file that already exists, whether it is on your hard drive at home or on a disk that you brought into the facilities, go to the **File** menu and select **Open...**



The above dialog box will appear allowing you to select which file you want to bring up on the screen. Find the file you want to open, and click okay.

Save

To save a document that you have finished working on, go to the **File** menu and select the **Save** option. If you are saving the document for the first time, the following dialog box will appear.



There are a few steps you need to take to save your document properly:

1. **Select where to save:** to save a document to your disk, select drive **a:** in the middle of the dialog box, then select which folder you want the file to go in.

2. Title your document: to name your document, type in a title in the **File Name** field.
3. Check File Type: for safety's sake, check to make sure you will be saving your document in the appropriate file type. Always verify that it says **Word Document** in the **Save File as Type** field. If it is not there, use the pull-down arrow to find it and select it.
4. Save your document: after you have checked all of the above, you are ready to save. Click once on **OK** and the program will do the rest for you.

Subsequent **Save** commands will not open this dialog box. After a paper is saved once, it will automatically save to the same place (i.e. your disk or hard drive). You can save a second, or backup, copy of your document by selecting the option **Save as...** The same dialog box will appear, however, be sure to give the second copy of your file a different name because it must be labeled differently from the original.

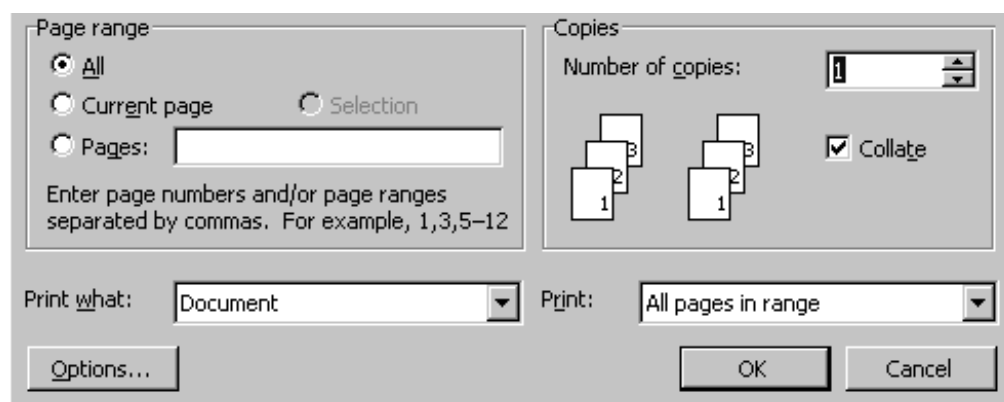
FYI: Be sure to update your back-up documents whenever you have made changes to the original, the program will not do it for you automatically because each file is labeled differently. There is nothing more frustrating than numerous versions of the same document and not knowing which one was the final draft.

Copying files

Essentially, the **Save as...** feature is a way to make copies of files, but if you want to be extra safe with your documents, you should keep a copy on different mediums, such as on the hard drive and separate disks. Use the **File Manager** found in the **Tools** program group.

Printing

There are a few steps you should take before you actually print. The first would be to check how the document will look before you print it. You can do this by selecting **Print Preview** from the **File** menu. When this option is selected, a small version of your document will appear in the screen. You can check the margins and overall spacing of your document. If you would like to make changes, close the print preview window and you will return to your document to make changes. To print your document, go to the **File** menu and select **Print** and the following dialog box will appear.



There are a few things you want to check before you click **Print** in this window.

1. How many copies: If you would like to print more than one copy of your document, input the appropriate number in the **Copies** field. *When you are printing in the Microcomputer facilities, we ask that you limit your printing to a single copy of your document, so as to save resources.
2. Which pages to print: If you only want to print specific pages of your document (not the whole document), input the appropriate page numbers in the **Pages** field.

When these fields have been checked, you are ready to select **Print**. The program will take a few moments to send the print job to the printer

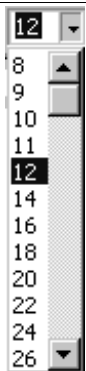
Basic Formatting

Fonts



When you begin typing a paper/document, the first thing you would like to decide is which font to use. The most commonly used fonts are Times, Courier, Palatino, and Geneva. As you can see, they differ slightly in the shape of the characters. This can make all the difference in the presentation of your paper, not to mention the length of it! You will find that if you pull down the font menu found in the **Formatting Ribbon**, you can select any number of different fonts. Try selecting different fonts and see which one suits you! To find this function in the pull-down menu bar, go to **Format** and select **Font...**

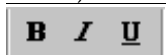
Point Size



To the right of the Font Menu is the pull down menu that determines the point size of your characters. The most common sizes are 10 and 12. If you type your paper with a larger size (e.g. 14+), your professor will be able to tell. Sizes 8 and 9 are good for subscripts and size 18 is good for titles and title pages. **NOTE:** If your vision is impaired, you can type in a larger point size so you can read the characters off of the screen with more ease.

FYI: Some fonts, such as Geneva, are quite large to begin with. You might want to select a smaller point size, such as 10, so it won't look too large once you print your paper.

Bold, Italics, and Underline



You can make your text **bold**, *italicized* or underlined by using these three buttons found in the Formatting Ribbon. Before you start typing the word(s) that you want to be bolded, place the mouse on top of the **B** and click once. When the button appears to be highlighted, start typing and your text will appear bolded until you "un-click" or "de-select" the **B(oid)** button. The same holds true for *italicizing* and underlining.

If you decide that you want to apply these text attributes to some portion of your paper that you have already typed, don't worry, you don't have to type it all over again. Simply highlight or select the text that you want to change and then click either **B**, *I*, or U, whichever format you would like to apply.

FYI: When you want to apply a certain format to text that has already been inputted, you need to "**highlight**" or "**select**" the portion of text. To do this, place the mouse at the end of the line of text, hold the mouse button down and drag the mouse across the area that you want to "select" and you will notice a highlight appear on the screen. When text is selected this way, the next command you input will be applied to the whole area. For example, the alphabet below is highlighted:

abcdefghijklmnopqrstuvwxy

If you click on **B**, the whole highlighted area will become bold:

abcdefghijklmnopqrstuvwxy

Warning: If you start typing while the area is selected like this, the whole area of selected text will be replaced by whatever you type. To "de-select" the area, simply click the mouse once and your cursor will appear wherever the mouse pointer was. Then you can begin typing.

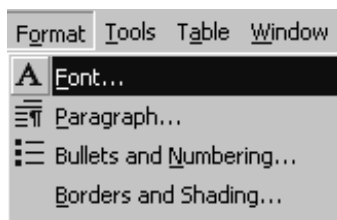
Text Alignment



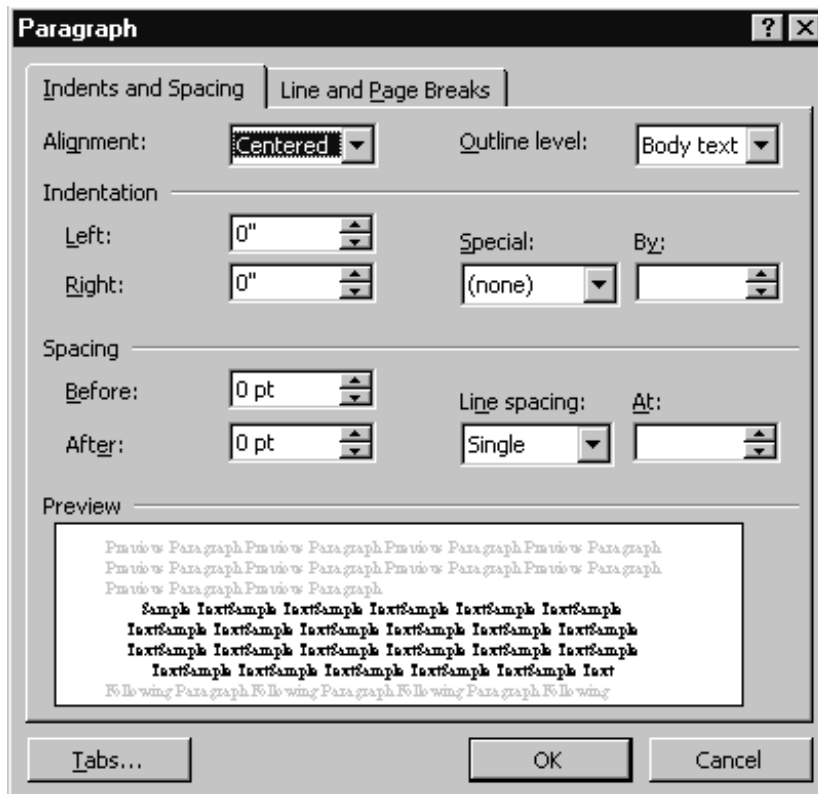
Another formatting feature that you can find in the Formatting Ribbon is **text alignment**. The four buttons to the left represent (from left to right) left justification, centering, right justification and full-justification. Left justification is the default selection because it is most common. If you would like to center your title or some other portion of your paper, you would click once on the centering button. If for some reason you would like to have your text flushed to the right of your paper, select right justification. Most business letters are full-justified.

Line Spacing

Line spacing refers to the amount of vertical (blank, white) space between each line of text in your document. This is commonly referred to as single-spacing, double-spacing, etc. In Word, however, line spacing is a little more technical. To determine how much space you would like between the lines in your document, go to the **Format** menu bar, pull-down the menu by holding the mouse button as you drag it down the menu that appears, and select **Paragraph...** This is shown below:



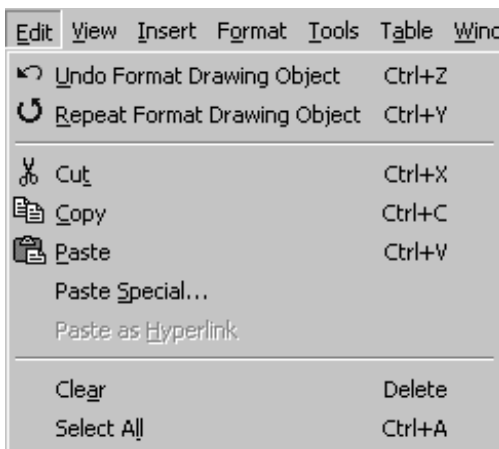
When you have selected the **Paragraph** option, the following dialog box will appear.



This dialog box may look formidable, but once you understand each of the functions it represents, you will see how useful it is. Of concern at the moment is **line spacing**, which you will find at the center of the dialog box.

FYI: What is a **dialog box**? A dialog box is a window in which you can tell the program what your intentions are by clicking on the appropriate buttons that are shown (e.g. **OK**, **Cancel**, **Help**, etc.). To exit the dialog box, you must either select **OK** or **Cancel**.

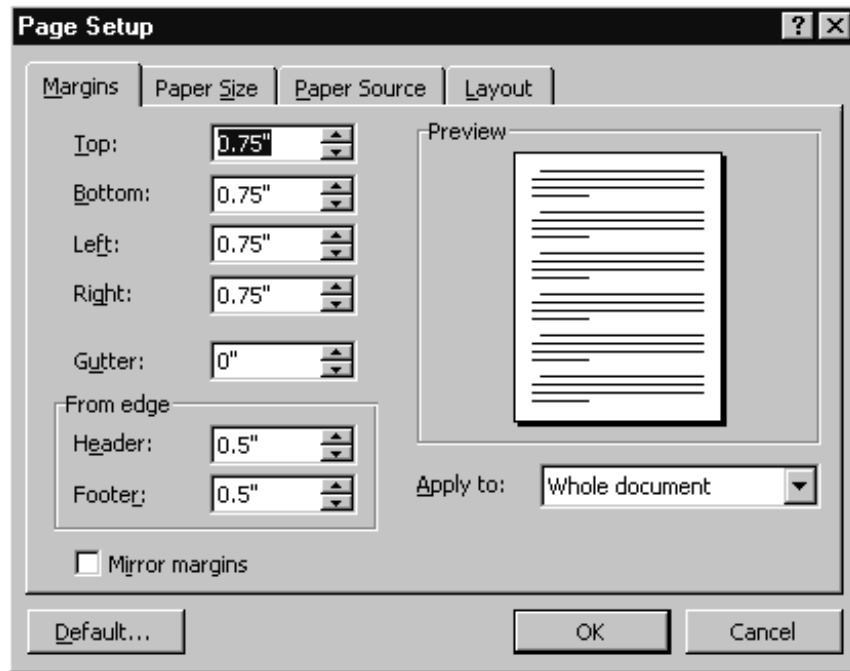
The program will automatically set line spacing to single-space with each new document. If you need to double-space your paper, pull down the line spacing menu and release the mouse above **Double**, as shown above. This will make all the text you type hereafter double-spaced.



If you would like you whole document to be double-spaced but you have already typed half of it, don't worry! You can select to change the line spacing of your whole document by choosing the option, **Select All...**, from the **Edit** menu. Once the whole document is selected, go through the steps above to get it double-spaced.

Margins

To determine how wide you want your document margins to be, go to the **File** menu and select **Page Setup...** and the following dialog box will appear.







The default margins are 1" at top and bottom, and 1.25" on the left and right sides. Use the arrows, at the right of each measurement, to change the settings and click **OK** when you are finished. The **Preview** field will show you what your document will look like with the current margin settings.

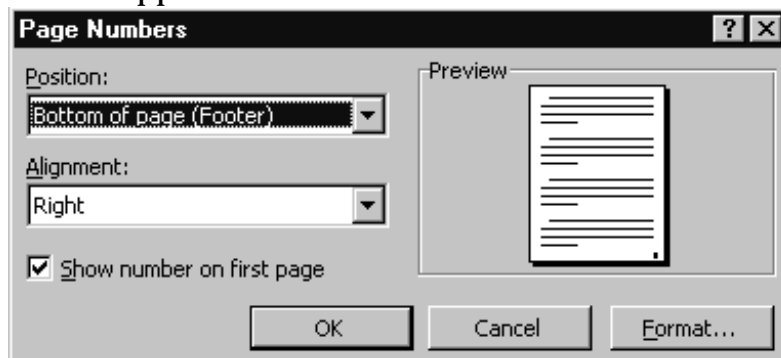
Advanced Formatting

Tabs

To set tab stops in your document, select the paragraphs in which you want to set or change the tab locations. Go to the left of the horizontal ruler and click on the tab selector until you find the tab you would like to insert. A chart of different selections appears below:

To select	Click the Tab Alignment button to display
Left-aligned tab stops	
Centered tab stops	
Right-aligned tab stops	
Decimal tab stops	

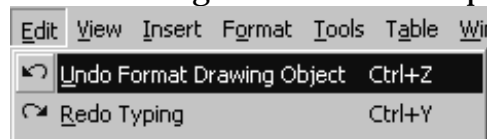
appear on the first page of your document, go to the **Insert** menu, select **Page Numbers...** and the following dialog box will appear:



Click on the box for **Show Number on First Page** so that it is not checked, then click **OK**.

Editing

The following functions will help you edit your document when it is complete.



Undo Typing: This feature will undo the immediately previous action that you inputted. For example, if you accidentally delete a section in your document that you need to retrieve, go to the **Edit** menu and select **Undo Typing** to make it reappear. This will only work if you did not type anything else after you made the mistake.

To your selected or highlighted text, you can apply the following editing functions:

Cut -- removes text from file and saves it in a temporary clipboard file

Copy -- places copy of text in clipboard file

Paste -- copies contents of clipboard file at current cursor position

Clear -- erases text permanently. Can only be reversed by an immediate Undo command.

Show Invisibles

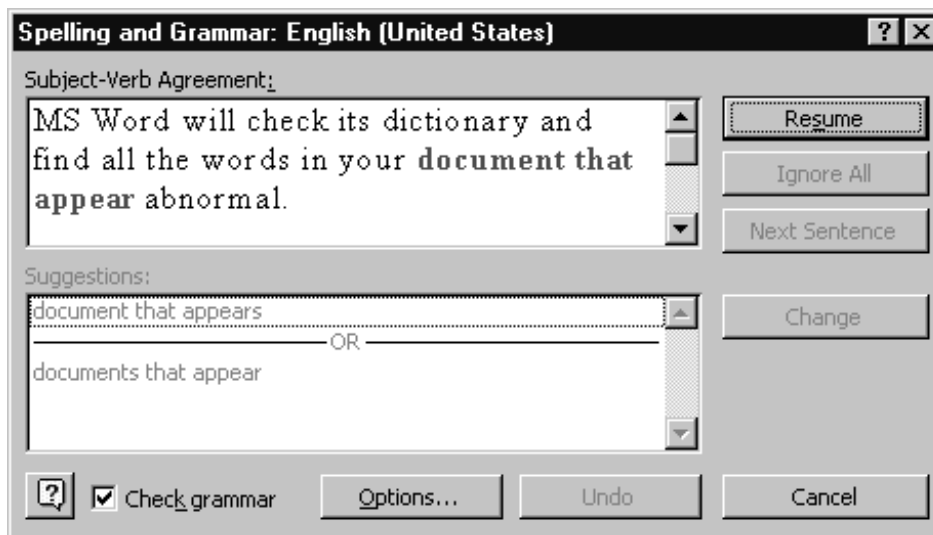


A useful editing tool is this button, found in the **Standard Toolbar**. When you click on this button, it will show, on screen, what is otherwise invisible: spaces, paragraph returns, tabs, etc. Knowing where these things are may help you in your editing. For example, if you accidentally cut a paragraph return, you may change the whole format of a portion of your text. To avoid that, click once on **Show Invisibles**. To make invisibles disappear, click the button again.

Spell Check



To have MS Word automatically check your spelling for you, click the **Spell Check** button that appears in the **Standard toolbar**. (It can also be found in **Tools : Spelling...**) The following dialog box will appear:



MS Word will check its dictionary and find all the words in your document that appear abnormal. It will prompt you when it has come upon a foreign word and offer some suggestions on its appropriate spelling. You can choose to ignore the suggestion by clicking **Ignore**, or you can take the suggestion and click **Change**. Spell Check will not recognize many proper nouns (e.g. names). If you have many such words in your document, you can tell WordPerfect to **Ignore All** of the occurrences of that word when it comes up in Spell Check.

Grammar Check

MS Word will also help you check the grammar in your document. Go to the **Tools** menu and select **Grammar...** and a dialog box will appear. Just as in Spell Check, you can choose to **Ignore** the suggestion or change your text. To close the dialog box, simply click the box in the upper-left corner of the window.

Thesaurus

MS Word will also help you think of alternative words, for those occasional moments of writer's block. Select a word in your text that you would like a synonym or antonym for and go to the **Tool** menu. Select **Thesaurus** and yet another dialog box will appear to help you. To exit the dialog box, click **Cancel**.

QUICK REFERENCE

Toolbar



New -- will automatically open a new document so that you can work on a blank workspace



Open -- will open a file for you



Save -- will save the active document



Print -- will call up the Printing dialog box



Print Preview -- will give you the Print Preview window



Spell Check -- will start spell check



Cut -- will cut selected text and place in clipboard



Copy -- will copy selected text and place in clipboard



Paste -- will paste text from clipboard at current insertion point



Show Invisibles -- will make invisibles, such as spaces and paragraph returns, appear on screen

USER-FRIENDLY HELPERS

To access on-line help, go to the **Help** menu and select **Search for Help on...** The following dialog box will appear to help you along. Type in a topic that you want to learn more about and you are on your way!

