

WORD

*A Quick Reference of More Than 300
Microsoft Word Tasks, Terms and Tricks*

2002

FROM A TO Z

**#1 Bestselling Author
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Stephen L. Nelson

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2002

FROM A TO Z

Electronic Edition

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Word 2002 From A to Z:
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INTRODUCTION

You should find *Word 2002 From A to Z* easy to use. You only need to know that the book organizes its information—key tasks and important terms—alphabetically in order to use the book. You'll find it helpful, however, if you understand what this book assumes about your computer skills, what you should know about the Word program from the very start, and what editorial conventions this book uses. This short introduction provides this information.

What You Should Know About Windows

You don't need to be computer expert to use either this book or Microsoft Word. Definitely not. But you want to be comfortable working with your computer and Microsoft Windows.

For example, you should know how to turn your computer on and off, how to start and stop programs, how to choose menu commands, and how to work with dialog boxes. This book, for the most part, doesn't provide this Windows information.

If you need this Windows information, you need to take the Windows online tutorial, get a friend to give you a quick tutorial, or acquire another book on Windows.

TIP *Any short book on Windows will tell you what you need to know, but if you're a business user of Windows 2000 or Windows XP, you may want to look at the Effective Executive's Guide to Windows 2000 or the Effective Executive's Guide to Windows XP. These books supply a tutorial on Windows geared for business professionals.*

Introduction

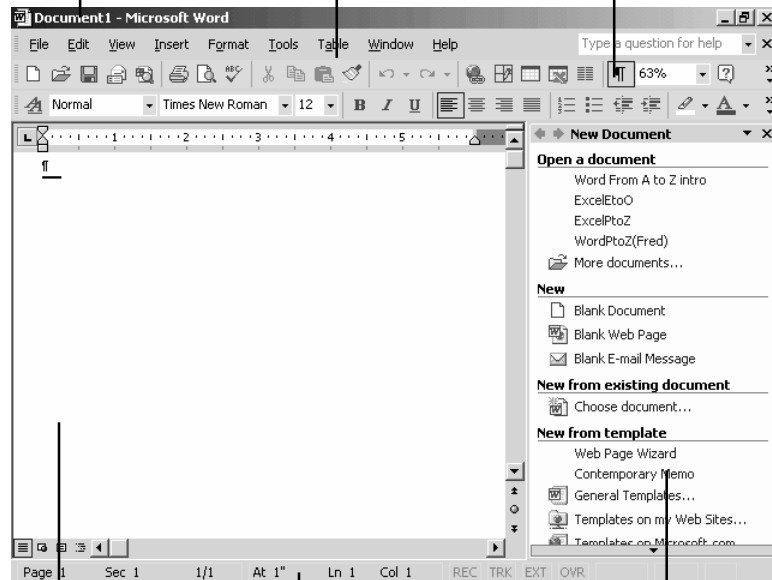
What You Should Know About Word

You don't need to know anything about Word to use this book. But because understanding the Word program window will make using Word and this book easier, let me identify some of the more important parts of the Word window (see Figure 1).

The program window *title bar* identifies your document and provides buttons to resizing the window.

The *menu bar* gives you access to the Word menus of commands and Help.

The *toolbars* provide buttons and boxes for quickly choosing commands.



The *document pane* shows the document that you are creating.

The *status bar* provides information about your document and what Word is doing.

The *task pane* provides hyperlinks to commands and wizards.

Figure 1 The Word program window.

Introduction

Let me also point out two important items about the Word toolbars:

- Word's toolbars vary greatly in their appearance. What you see on your computer will surely differ from the figures shown in this book. Word personalizes your toolbars so that the buttons and boxes available are those you are most likely to use. Usually, you want personalized toolbars. If you don't, refer to the Personalized Menus and Toolbars entry for information on how to turn off personalization.
- While toolbar buttons and boxes aren't labeled, if you point to a tool, Word displays the tool name in a popup box called a screen tip, or tool tip. This means that if you don't know which button is the Bold button, for example, you can point to buttons to see their names and learn their identities.

One other piece of information usually helps people just starting to use Word. And here it is: Many of the dialog boxes that you use to tell Word to perform some command include a preview area. This preview area shows how your settings look and therefore lets you experiment.

In the pages that follow, for example, you learn the ways in which the Format→Font command lets you change the font used for the selected text (see Figure 2). The Font dialog box includes a preview area that shows how your font settings look. The preview area helps you see the effect of your command specifications. Pay attention to the preview areas and you'll find that you can answer many of your own questions.

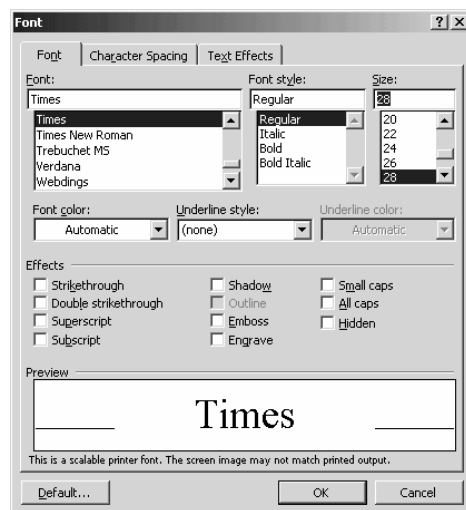


Figure 2 The Font dialog box.

What You Should Know About This Book

You already know the most important feature of this book—that it organizes its task descriptions and term definitions alphabetically. But let me comment quickly on the book's other conventions.

- The book doesn't include an index. That seems funny. How can a computer book omit an index? Well, the list of A to Z entries *is* an index. It's an index with information. I should also say that by omitting the largely redundant index, this quick reference provides an even longer list of task descriptions and term definitions.
- When this book refers to some box or button label, the label description appears in all initial capital letters. So, while the Font dialog box includes a checkbox labeled "Double strikethrough," this book would refer to the Double Strikethrough box. The initial capital letters, then, signal you that the book refers to an on-screen label.
- This book's pictures of windows and dialog boxes may look a bit funny to you because they use a low display resolution to make the buttons, boxes and text look larger. Less information fits on the screen when the resolution is low, unfortunately, but what you see you can read. If the book's screen pictures had used a higher resolution, images would be very difficult to see clearly.

And that's everything you should know to get started. Good luck. Be patient in your learning. Have fun with Microsoft Word 2002. It's an amazing program. And be sure to read the Troubleshooting entry if you encounter problems.

Stephen L. Nelson

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Seattle, Washington, March 2001

WORD 2002 FROM A TO Z

Active document

The active document is the document shown in the active window.

Active document window

The active document window is the document window that shows the Word document you're currently working on. If you tell Word to print, for example, Word prints the document shown in the active document window. If you enter text by typing on the keyboard, Word enters what you type into the active document window.

Word adds a button to the taskbar for each open document. By clicking a document's taskbar button, you can switch to that document.

Alignment

You can align the text, tables, and pictures that make up a Word document so that the item you're aligning rests against the left edge of the page, is centered horizontally on the page, or rests against the right edge of the page.

Aligning Text

To align text, first select the text. Then use the toolbar's Align Left, Center, Align Right, or Justify buttons to align the text.

If you're using Personalized menus and toolbars, these alignment buttons may not all appear. You can still change alignment though. Select the text, choose the Format→Paragraphs command, and click the Indents And Spacing tab. Use this tab's Alignment drop-down list box to select the desired alignment (see Figure A-1).

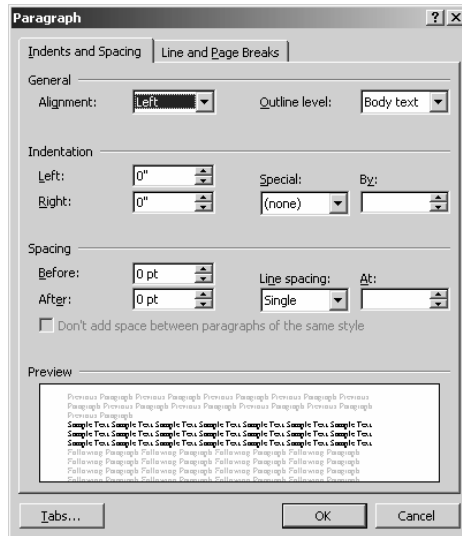


Figure A-1 The Indents And Spacing tab of the Paragraph dialog box.

Aligning Tables

To align a table, right-click the table and then choose the Table Properties command from the shortcut menu. When Word displays the Table Properties dialog box, click the Table tab and then use its Alignment buttons—Left, Center, and Right—to align the table (see Figure A-2).

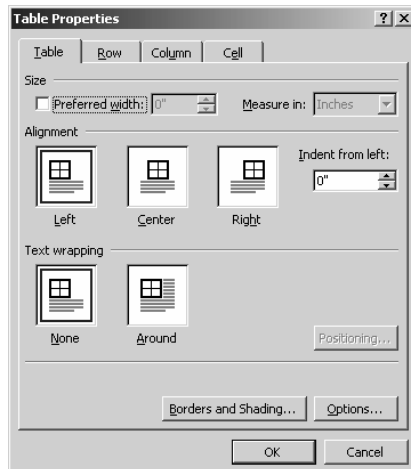


Figure A-2 The Table tab of the Table Properties dialog box.

Aligning Pictures

To align a picture, right-click the picture and then choose the Format Picture command from the shortcut menu. When Word displays the Picture Properties dialog box, click the Layout tab and then use its Horizontal Alignment buttons to align the picture (see Figure A-3).

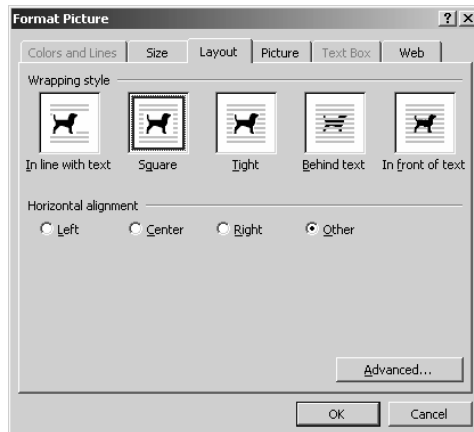


Figure A-3 The Layout tab of the Format Picture dialog box.

Aligning Other Graphic Objects

You align other graphic objects—drawn objects, autosshapes, and so on—in the same way that you align a picture. Right-click the object and choose the Format command from the shortcut menu. When Word displays the Formatting dialog box, click its Layout tab. Then use the Layout tab's alignment buttons to make your changes.

Animating Characters

You can animate, or add motion, to the characters used in a Word document. The animation won't show up in printed copies of the document, of course. But online versions of the document displayed by Word and other Office programs will show the animation.

To animate characters, select the text and then choose the Format→Font command. When Word displays the Font dialog box, click the Text Effects tab (see Figure A-4). Then use its Animations list box to select the animation effect you want.

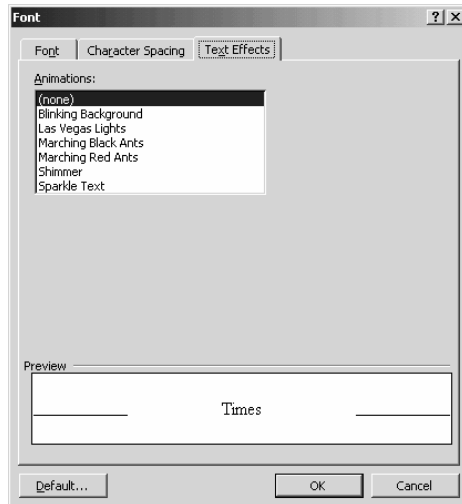


Figure A-4 The Text Effects tab of the Font dialog box.

Application

An application is a program such as Word, or Excel. Operating systems such as Windows XP aren't considered applications. Operating systems are operating systems.

Application window

The window that a program such as Word displays is called an application window. Document windows appear inside application windows.

Arrows

You can add arrows to your documents. Arrows are drawing objects. To add an arrow, first display the Drawing toolbar by choosing the View→Toolbar→Drawing command. Next, click the Arrow button on the Drawing toolbar. Then click at the point where you want the arrow to start and drag the mouse to the point where you want the arrow to end (see Figure A-5).

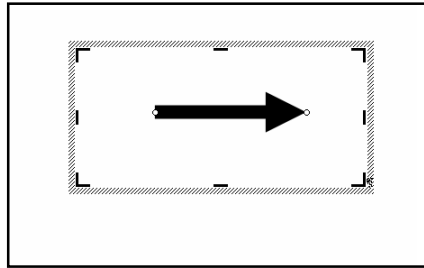


Figure A-5: An arrow created with the Drawing toolbar.

You can move an arrow by selecting it and then dragging it. To change the appearance of an arrow, right-click the arrow and choose the Format AutoShape command from the shortcut menu. When use Word displays the Format AutoShape dialog box, experiment with its boxes until you get the arrow you want (see Figure A-6).

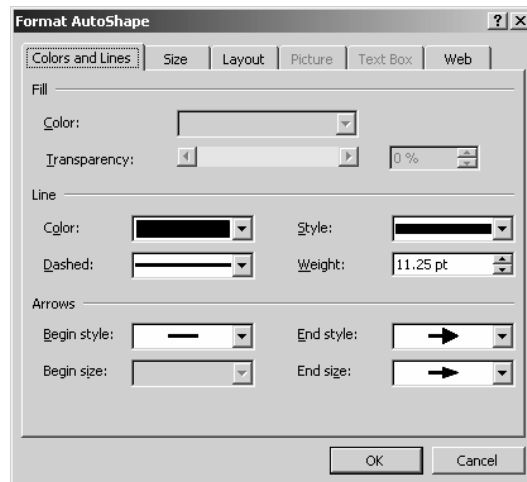


Figure A-6 The Format AutoShape dialog box.

AutoComplete

AutoComplete finishes recognizable words or phrases as you begin typing. To turn AutoComplete on, choose the Insert→AutoText→Auto Text command. When Word displays the AutoText tab of the AutoCorrect dialog box, check the Show AutoComplete Suggestions box (see Figure A-7).

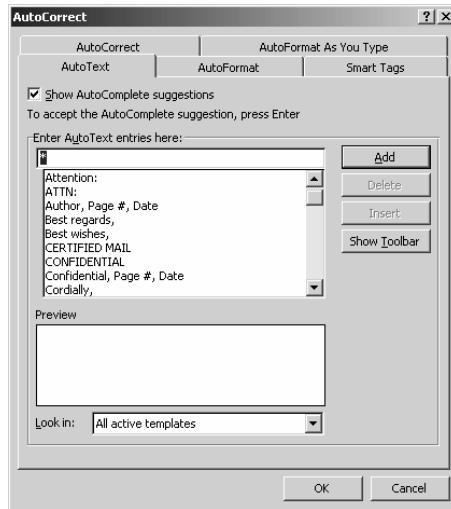


Figure A-7 The AutoText tab of the AutoCorrect dialog box.

Word automatically completes several dozen words and phrases commonly used in business writing. You can add more terms by entering them in the AutoText dialog box's Enter AutoText Entries Here box and then clicking Add.

You don't have to do anything special to use AutoComplete once it's turned on. If Word guesses you're typing a recognized word or phrase, it displays the word or phrase in a screen tip (a small yellow box). To accept the suggested word or phrase, press Enter. To reject the word or phrase, simply keep typing.

AutoCorrect

AutoCorrect fixes common typing mistakes. Word already knows about many of the typing mistakes that people commonly make. For example, Word knows how to correctly capitalize the first letter of a sentence and how to spell commonly misspelled words.

You don't need to do anything special to use AutoCorrect. Word's corrections of your spelling and typing mistakes will occur automatically. (Try typing the word *andas* *adn* to see how AutoCorrect works.)

If you want to change the way that AutoCorrect works, choose the Tools→AutoCorrect Options. When Word displays the AutoCorrect dialog box, use it to describe how AutoCorrect should operate (see Figure A-8).

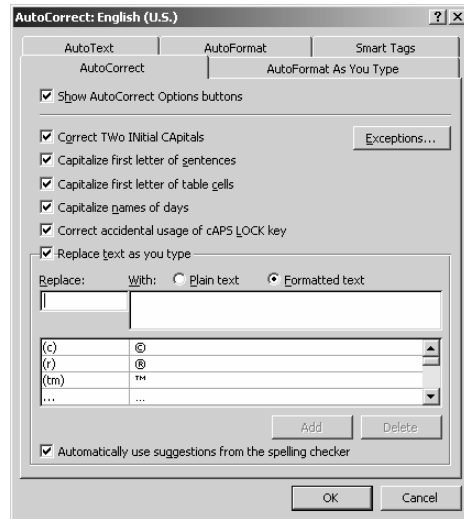


Figure A-8 The AutoCorrect tab of the AutoCorrect dialog box.

You can check and uncheck the first five check boxes listed to specify whether Word should or shouldn't fix common capitalization errors. Usually you want Word to make such fixes.

You can use the Replace Text As You Type check box to turn on and off automatic spelling correction and typo correction. The list of corrections Word will make shows in the list box at the bottom of the dialog box.

To add an error to AutoCorrect's list, enter the erroneous entry in the Replace box and the correct entry in the With box.

AutoCorrect Options Button

If Word autocorrects something you enter, point to the corrected item and click the small blue bar that appears. When you do, Word displays the AutoCorrect Options button. Click it to display a menu of commands you can use to undo the correction, tell Word it should always perform the correction, or display the AutoCorrect dialog box so that you can specify exactly how AutoCorrect should work.

SEE ALSO *AutoCorrect*

AutoFormat

Word can format documents by applying heading, list, and bulleted list styles where appropriate and by adding smart character formatting for things like quotation marks, fractions, and Internet URLs.

Formatting a Document Automatically

To automatically format a document, choose the Format→AutoFormat command. When Word displays the AutoFormat dialog box, click either the AutoFormat Now or the AutoFormat And Review Each Change button to tell Word whether it should let you review changes (see Figure A-9). Then identify the type of document you're formatting by selecting a document type from the list box shown in the AutoFormat dialog box.



Figure A-9 The AutoFormat dialog box.

Controlling AutoFormatting

To control how Word autoformats a document, click the Options button in the AutoFormat dialog box (see Figure A-9). Word displays the AutoFormat tab of the AutoCorrect dialog box (see Figure A-10). Use the Apply check boxes to specify which styles Word should apply to paragraphs that are obviously headings, lists, bulleted lists, and so forth. Use the Replace check boxes to specify when Word should reformat a character or characters. For example, the first Replace checkbox tells Word to find and replace straight quotation marks with curly, or smart, quotation marks.

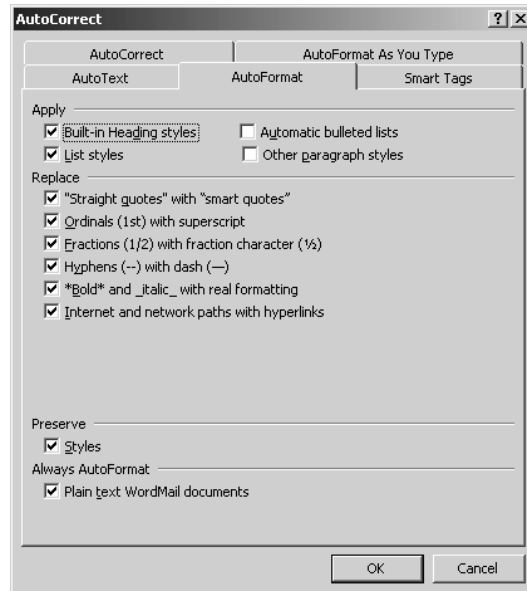


Figure A-10 The AutoFormat tab of the AutoCorrect dialog box.

The Preserve Styles check box, if marked, tells Word to make its changes but without changing the styles you've used in your document. The Always AutoFormat Plain Text WordMail Documents button tells Word to autoformat e-mail messages you open in Word.

Automatic File Saves

Word regularly saves a copy of the document you're working on just in case your computer crashes. It's this saved document that opens the next time you start Word.

To specify how often Word should automatically save this copy of your document, choose the Tools→Options command and click the Save tab. Check the Auto Recovery Info Every box and then specify how often Word should save the copy. By default, Word saves the AutoRecover copy every ten minutes.

AutoRecover see Automatic File Saves

AutoSummarize

To create a summary of your document, choose the Tools→AutoSummarize command. When Word displays the AutoSummarize dialog box, use the Type Of Summary buttons to choose the sort of summary you want (see Figure A-11).

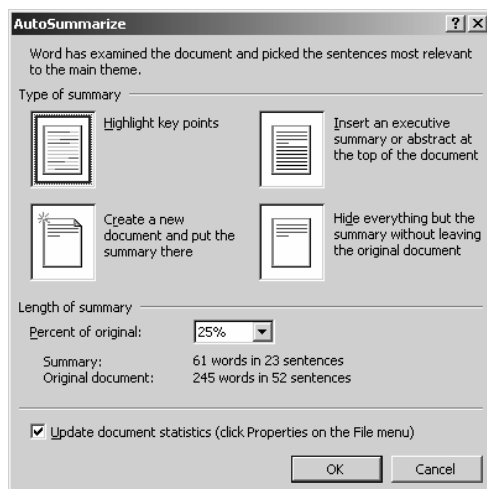


Figure A-11 The AutoSummarize dialog box.

If you want an executive summary placed the top of summarized document, click the Insert An Executive Summary button. Use the Percent Of Original box to tell Word how long the summary should be. If you don't want the document statistics updated for the summary, unmark the Update Document Statistics box.

AutoText

AutoText is text that Word can enter for you using either the AutoComplete tool (see AutoComplete), the AutoText submenus, or even a toolbar.

Creating AutoText Entries

To add a word or term to the list of AutoText entries, choose the Insert menu's AutoText command and then choose the AutoText command. When Word displays the AutoText tab of the AutoCorrect dialog box, enter the word or phrase in the Enter AutoText Entries Here box and click Add (see Figure A-12).

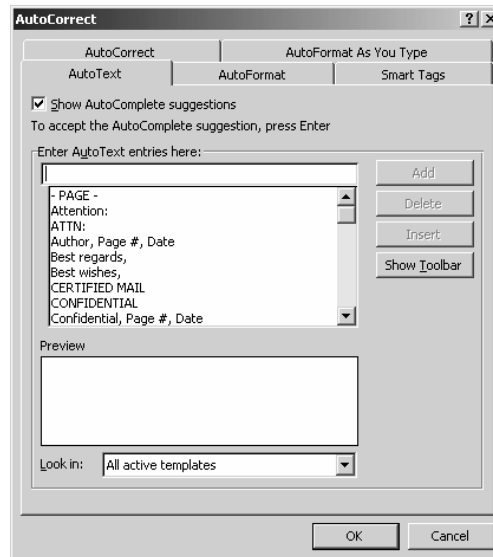


Figure A-12 The AutoText tab of the AutoCorrect dialog box.

Using the AutoText Submenus

To enter AutoText using the AutoText submenus, choose the Insert→AutoText→AutoText command that corresponds to the category of autotext you want to enter. Word then displays a list of autotext entries. To enter one in the active document, select the entry.

Using the AutoText Toolbar

You can add an AutoText toolbar to the Word program window by displaying the AutoText tab of the AutoCorrect dialog box and clicking the Show Toolbar button. The AutoText toolbar provides buttons for displaying the AutoText tab of the AutoCorrect toolbar and for displaying a list of AutoText entries.

Background Printing

You can tell Word to print in the background so that you can continue working even when Word is printing a lengthy document. Note, however, that background printing requires more memory—so this typically slows down your computer. To turn on background printing, choose the Tools→Options command, click the Print tab, and then check the Background Printing box. To turn off background printing, uncheck the box.

Backspace Key

The Backspace key erases the character or object that's just before of the insertion point. In comparison, the Delete key erases the character or object that's just ahead of the insertion point.

Backup Copies

You can make a backup copy of documents yourself, of course, simply by saving an extra copy of the document.

You can also tell Word to create backup copies by choosing the Tools→Options command, clicking the Save tab, and checking the Always Create Backup Copy box (see Figure B-1).



Figure B-1 The Save tab of the Options dialog box.

Once you've told Word to create backup copies, it doesn't replace the old version of a document stored on disk when you resave a file. Instead, Word renames the old version of the document by changing the file extension from DOC (the usual Word file extension) to WBK (the file extension that identifies a backup copy). If something corrupts the new, just-saved version of the document, open the backup copy and use it.

NOTE *Word can't perform a Fast Save feature and automatically create backup copies.*

SEE ALSO *Fast Saves, File Extensions*

Bold Characters

You can apply boldfacing to the selected text in a Word document by clicking the Bold toolbar button or by pressing the Ctrl+B key combination. (Press the Ctrl and B keys simultaneously.)

You can remove boldfacing in the same way. If you select the bold-face text and then click the Bold toolbar button or press Ctrl+B, Word removes the boldfacing.

NOTE *You can also use the Format→Font command to apply and remove boldfacing.*

SEE ALSO *Fonts*

Bookmarks

Using Word's bookmarks, you can mark places in your documents so they are easy to go to later. To create a bookmark, place the insertion point at the location you want to mark. Then choose the Insert→Bookmark command. When Word displays the Bookmark dialog box, name the bookmark using the Bookmark Name text box and then click Add (see Figure B-2).

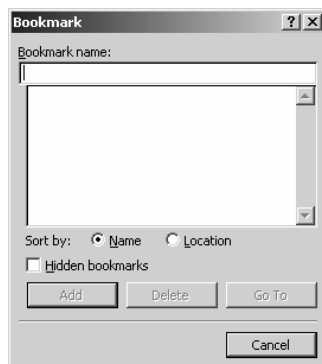


Figure B-2 The Bookmark dialog box.

To later move the insertion point to the bookmark location, choose the Edit→Go To command. When Word displays the Go To tab of the Find And Replace dialog box, click the bookmark in the Go To What list box and then click Go To (see Figure B-3).

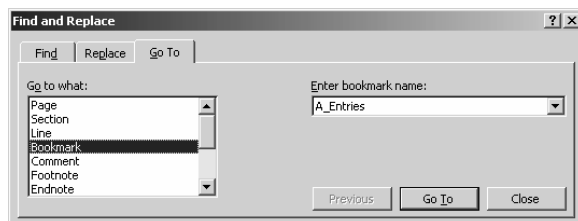


Figure B-3 The Go To tab of the Find And Replace dialog box.

Borders

You can add borders to paragraphs, pages, pictures, and tables.

Paragraph Borders

To add a border to a paragraph, choose the Format→Borders And Shading command and click the Borders tab (see Figure B-4). Use the Setting buttons to pick the border you want. Use the Style, Color, and Width list boxes to specify how the border line should look. If necessary, use the Preview area's buttons to add and remove pieces of the border and to see how your border looks.

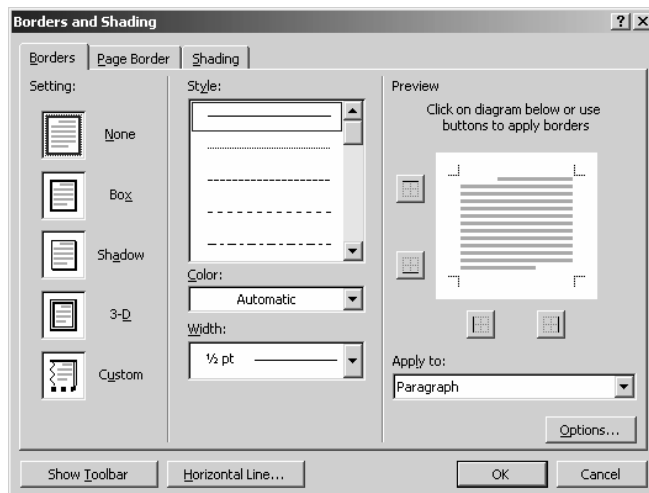


Figure B-4 The Borders tab of the Borders And Shading dialog box.

NOTE Click the Options button on the Borders tab to display the Borders And Shading Options dialog box so that you can individually specify the width of each border line.

Page Borders

To add a border to a page, choose the Format→Borders And Shading command. When Word displays the Borders And Shading dialog box, click the Page Borders tab (see Figure B-5). Use the Setting buttons to pick the border you want. Use the Style, Color, and Width list boxes to specify how the border line should look. To use page borders for only a portion of the document, open the Apply To list box and select the sections you want to show borders. If necessary, use the Preview area's buttons to add and remove pieces of the border and to see how your border looks.

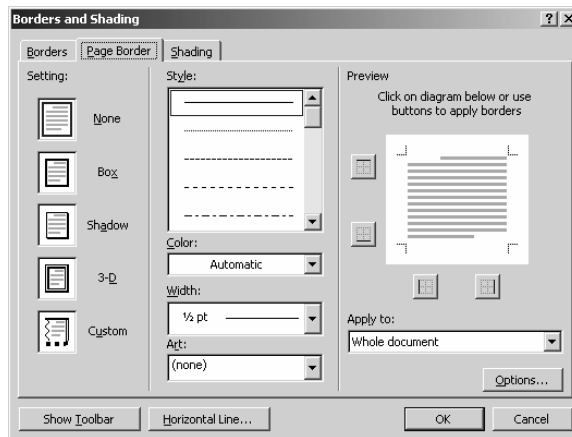


Figure B-5 The Page Border tab of the Borders And Shading dialog box.

NOTE Click the Options button on the Page Borders tab to display the Borders And Shading Options dialog box so that you can individually specify the width of each border line.

Picture Borders

To add a border line to a picture, right-click the picture and choose the Borders And Shading command from the shortcut menu. When Word displays the Borders dialog box, click the Borders tab (see Figure B-6). Use the Setting buttons and the Style, Color, and Width boxes to describe the border you want.

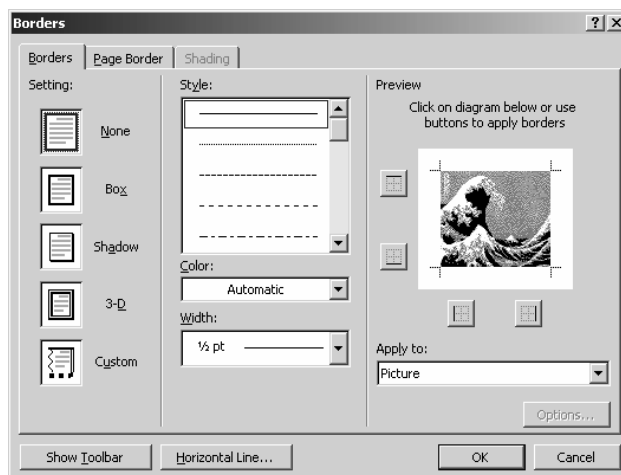


Figure B-6 The Borders tab of the Borders dialog box.

Table Borders

To add a border line to a table, use the Tables And Borders toolbar (see Figure B-7). If the Tables And Borders toolbar isn't visible, choose the View→Toolbars→Tables And Borders command.



Figure B-7 The Tables And Borders toolbar.

Use the Outside Border button to add a border to a table. Or if you want to add a border only to portions of the outside border or to the inside columns and rows, click the arrow next to the Outside Border button. Then when Word displays a pop-up toolbar of other border options, select the button that shows a picture of the table borders you want.

Use the Line Style and Line Weight list boxes to specify the weight of the table border. Use the Border Color button to display a pop-up palette of colors you can choose.

Breaks

To insert a manual page break, column break, or text break, position the insertion point where you want the break. Choose the **Insert→Break** command. When Word displays the Break dialog box (see Figure B-8). Select the type of break you want—Page Break, Column Break, or Text Wrapping Break—and then click OK.

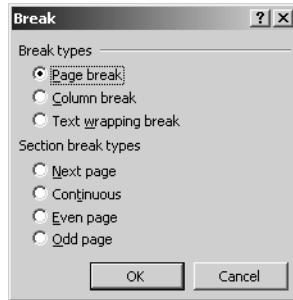


Figure B-8 The Break dialog box.

NOTE *The Break dialog box also lets you break a document into sections using the Section Break buttons. Refer to the Sections entry for more information.*

Bulleted Lists

You can turn any set of paragraphs into a bulleted list by selecting the paragraphs and then clicking the Bullets toolbar button. You can also turn a set of paragraphs into a bulleted list by selecting the paragraphs, choosing the **Format→Bullets And Numbering** command, and then clicking the Bulleted tab. When Word displays the Bulleted tab of the Bullets And Numbering dialog box, click the box that shows the bullets you want (see Figure B-9).

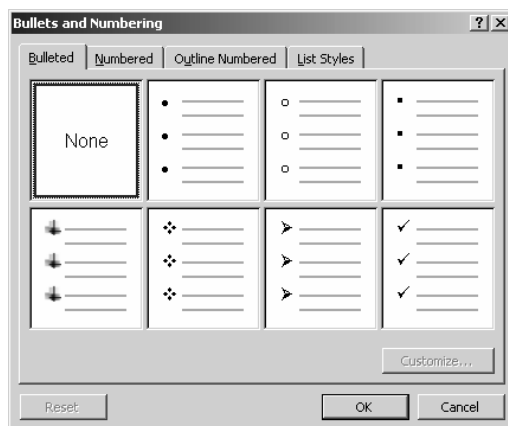


Figure B-9 The Bulleted tab of the Bullets and Numbering dialog box.

You can change the symbol and size of a bullet by clicking the Bulleted tab's Customize button. When Word displays the Customize Bulleted List dialog box (see Figure B-10), use the Bullet Character boxes to select a bullet. Optionally, use the Font, Character and Picture buttons to display dialog boxes that allow you to select the font sets from which you'll choose bullets, characters or symbols, and pictures you can consider using. Use the Bullet Position and Text Position boxes to specify how bullets and bulleted text should be indented.

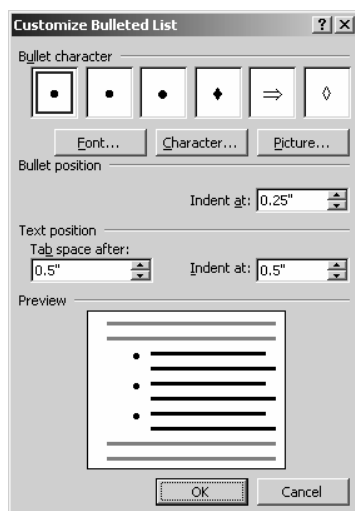


Figure B-10 The Customize Bulleted List dialog box.

Canceling Printing

If Word is still sending a document to the printer, you can cancel printing. If Word's background printing feature is turned on, just double-click the printer icon in the status bar. If background printing is turned off, click the Cancel button, which appears in the Printing dialog box you'll see on the screen.

Captions

It's common in lengthy documents to add captions to figures and tables. People do this—in fact, this book follows this convention—to make it easy to refer to these items from the text. If you want to later create a table, or list, of the figures and tables in your document and want to automatically number these items and captions, you can use the Insert→Reference→Caption command. When you choose this command, Word displays the Caption dialog box (see Figure C-1). Use the Label box to identify what you're captioning, a figure, table or equation. Optionally, augment the standard and required caption—for example, Figure 1, Table 1 or Equation 1—with descriptive text. Use the Position box to specify where the caption should be placed.

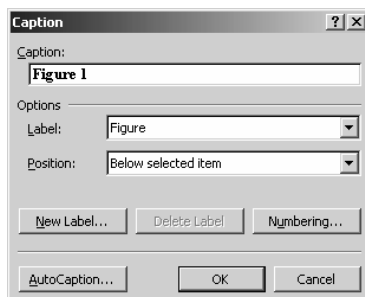


Figure C-1 The Caption dialog box.

To create a new caption item—an item in addition to the Figure, Table and Equation items that Word initially uses—click the New Label button and then enter caption item description. To delete a label, select the label in the Label box and click the Delete button.

To customize the way Word numbers captions, click the Numbering button. Word displays the Caption Numbering dialog box (see Figure C-2). Select a numbering scheme (Arabic, Roman and so on) from the Format box. To include chapter numbers—for example, if the first

figure in Chapter 6 should be “Figure 6-1” —check the Include Chapter Number box, tell Word when new chapters begin, and then indicate what character to use as a separator.

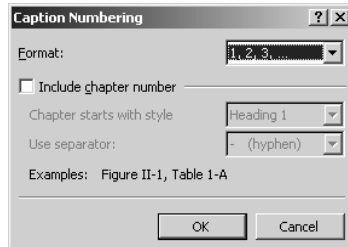


Figure C-2 The Caption Numbering dialog box.

TIP *To automatically add simple, description-less captions each time you insert a figure, table or equation item to your document, click the AutoCaption button.*

Carriage Returns

Word doesn't really have carriage returns. Carriage returns refer to the way the carriage on a electric typewriter would move when you pressed the typewriter's return key. One pressed the return key to move the carriage so that what was next typed appeared on the beginning of the next line.

In Word, however, the Enter key accomplishes the same purpose. When you press the Enter key, Word enters an invisible end-of-paragraph marker where the insertion point is and then moves the insertion point to the beginning of the next line. (You can actually see these end-of-paragraph markers if you click the Show/Hide ¶ button on the toolbar.)

SEE ALSO *End of Paragraph Marker, Paragraphs*

Centered Text

You can center the selected text in a Word document by clicking the Center toolbar button or by pressing the Ctrl+E key combination. Press the Ctrl and E keys simultaneously.

You can un-center centered text in the same way. If you select centered text and then click the Center toolbar button or press Ctrl+E, Word returns the text to its previous alignment.

NOTE You can also use the *Format→Paragraph* command to center and align text.

Character Formatting

You can change the formatting of a character by selecting the character and then choosing the *Format→Font* command. Word displays the Font dialog box (see Figure C-3).



Figure C-3 The Font tab of the Font dialog box.

Use the **Font** tab to choose a font, font style and point size, font color and any special effects such as underlining or shadowing. Use the **Character Spacing** tab of the Font dialog box to specify how tightly or loosely the selected characters should be spaced. Use the **Text Effects** tab to animate the selected text.

NOTE The *Preview* areas on the *Font*, *Character Spacing*, and *Text Effects* tabs display what your character formatting does.

SEE ALSO *Animating Text, Character Spacing, Fonts*

Character Spacing

You can change the way characters get spaced on a line by selecting the characters, choosing the Format→Font command, and clicking the Character Spacing tab. Word displays the Font dialog box (see Figure C-4).

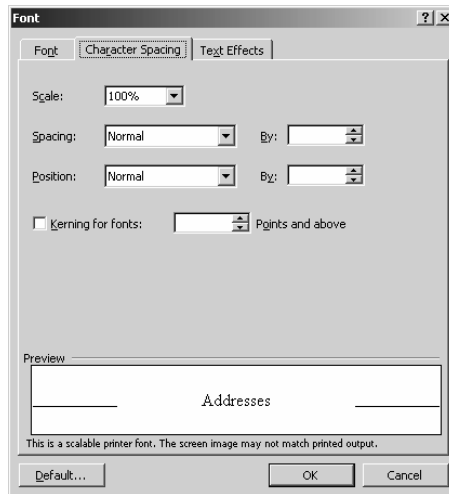


Figure C-4 The Character Spacing tab of the Font dialog box.

- Use the Scale box to condense or expand the text to some percent of its current size.
- Use the Spacing boxes to condense or expand the spacing of characters by a specified number of points.
- Use the Position boxes to raise or lower the text on the line by a specified number of points.
- Check the Kerning For Fonts box to tell Word to adjust certain sets of characters (like an “fi”) so they look correct.
- If you check the Kerning For Fonts box, use the Points And Above box to tell Word for what size type it should kern. Word kerns everything with size in points equal to and greater than what you enter in the Points And Above box.

SEE ALSO *Fonts, Kerning*

Charts

Microsoft Office programs like Word and PowerPoint come with a separate, small program called Microsoft Graph that you can use to create charts which can then be used in your documents. The advantages of Graph are that it's very simple and that once you learn to use it, you can use its charts anywhere. The disadvantage of Graph is that it's not a very powerful or flexible charting tool.

TIP *If you already use Excel's ChartWizard, you'll find the ChartWizard the easiest way to create charts for a Word documents. First, create the Excel chart. Then, select the chart, choose the Edit→Copy command, open your Word document, position the insertion point at the location where you want the chart, and choose the Edit→Paste command. Word, with the help of Windows, pastes the Excel chart object into your Word document.*

Using Microsoft Graph

To create charts for Word documents using Graph, follow these steps:

1. Choose the Insert→Picture→Chart command. Word opens the Graph data sheet window with example data and creates a chart object using the example data (see Figure C-5).

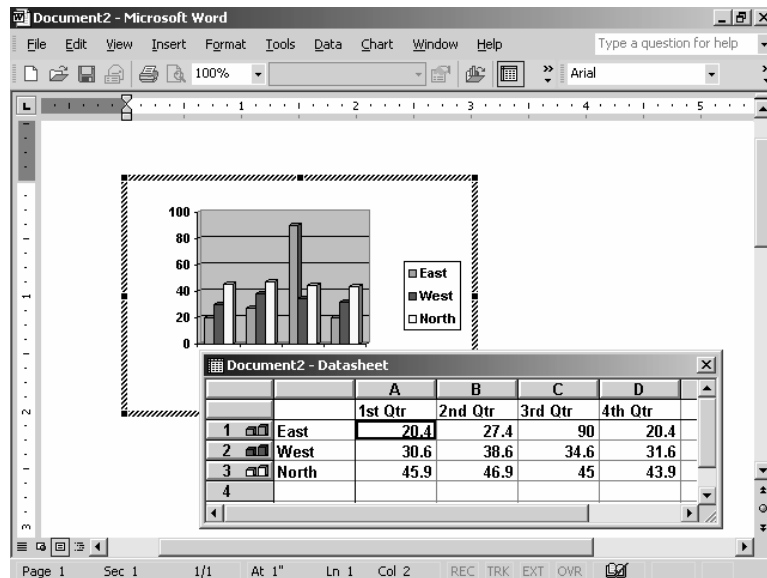


Figure C-5 The Graph datasheet window and chart object.

2. Replace the example data shown in the datasheet with the data you want to plot in a chart. To replace the contents of a datasheet cell, click the cell and then type the replacement text or value.
3. Close the datasheet by clicking its Close box. (To later reopen the chart object, right-click the chart object and choose the Datasheet command from the shortcut menu.)
4. Right-click the new chart object and choose the Chart Type command from the shortcut menu. When Graph displays the Chart Type dialog box, select a chart type and a subtype (see Figure C-6). To see what your chart and subtype look like, click the Press And Hold To View Sample button.

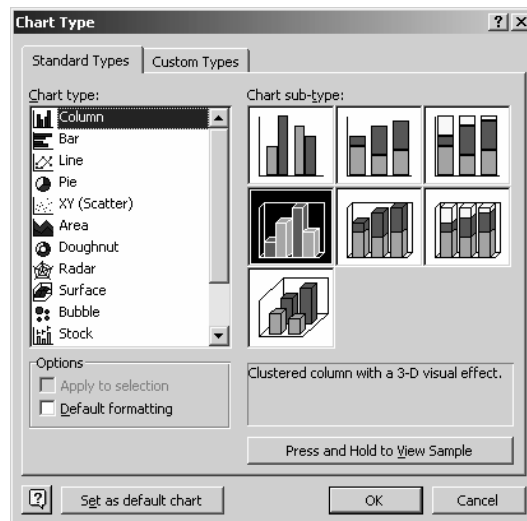


Figure C-6 The Chart Type dialog box.

5. Right-click the new chart object and choose the Chart Options command from the shortcut menu. When Graph displays the Chart Options dialog box, click the Titles tab (see Figure C-7). Use the Titles tab to add descriptive text to the chart, the category axis, the value axis and, in the case of three dimension charts, the series axis.

TIP *All of the tabs of the Chart Options dialog box include a preview of the chart object. Use this preview to see the effect of your changes.*

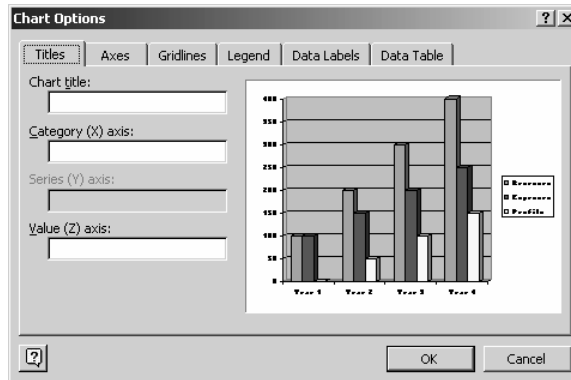


Figure C-7 The Titles tab of the Chart Options dialog box.

6. Click the Axes tab (see Figure C-8). Check and uncheck the boxes to add or remove axes from your chart.

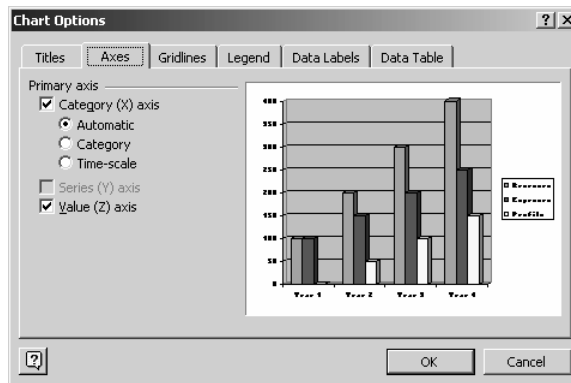


Figure C-8 The Axes tab of the Chart Options dialog box.

7. Click the Gridlines tab (see Figure C-9). Check and uncheck boxes to add or remove gridlines from the chart. The Gridlines tab also provides a 2-D Walls And Gridlines box to turn the chart into a two-dimensional object.

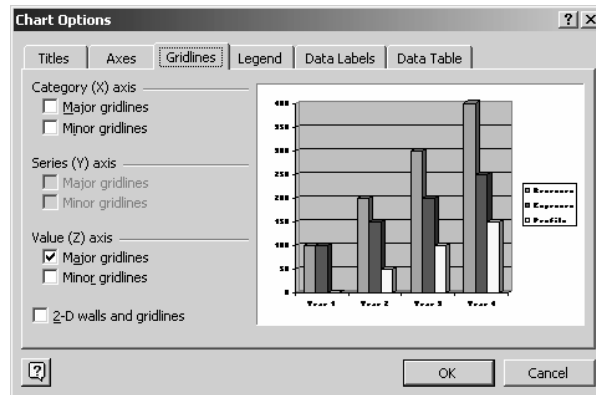


Figure C-9 The Gridlines tab of the Chart Options dialog box.

8. Click the Legend tab. Check the Show Legend box to add a legend to your chart object. Use the Placement buttons to position the chart object.
9. Click the Data Labels tab. Check and uncheck the Label Contains boxes to add descriptive text to the chart that gives the series name, the category name, or the plotted value.
10. Click the Data Table tab. Check the Show Data Table box to add the datasheet to the chart object. Click OK to close the Chart Objects dialog box.
11. (Optional for 3-D Charts) Right-click the chart object and choose the 3-D View command from the shortcut menu. When Graph displays the 3-D View dialog box, use its buttons to rotate the chart object to better use its three dimensions (see Figure C-10). Click OK to close the 3-D View dialog box.

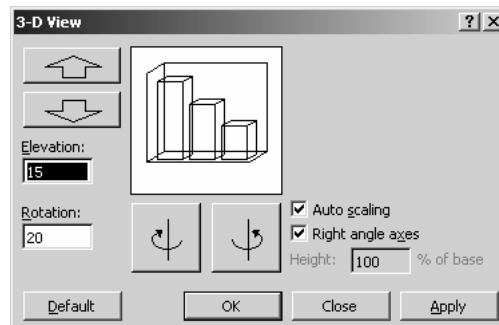


Figure C-10 The 3-D View dialog box.

12. To customize some element of the chart, right-click the chart part and choose the Format command from the shortcut menu. The exact name of the Format command will depend on which chart part you click. When Graph displays the Format dialog box, experiment with its tabs to change the appearance of the chart part.
13. Close the chart object by clicking somewhere in the Word document other than on the chart object.

Editing a Graph Chart

You can delete a chart object by clicking it and then pressing the Delete key.

You can make change to a chart object by double-clicking the chart object to open it. Word will draw a thick dashed line around the chart object. Then, right-click the object and choose the appropriate command from the shortcut menu. The shortcut menu that appears provides the same commands as you saw when you created the chart object.

SEE ALSO *Copying Objects*

Clip Art

You can add simple drawings and images, called clip art, to your Word documents. Word even supplies a rich set of clip art images through its clip art organizer. This organizer includes images that come with the Office suite of programs and images that you've collected in other ways, such as downloading them from the Internet.

Listing Clip Art Images

To build a list of clip art images you want to use, follow these steps:

1. Choose the Insert→Picture→Clip Art command. Word displays the Insert Clip Art task pane (see Figure C-11).

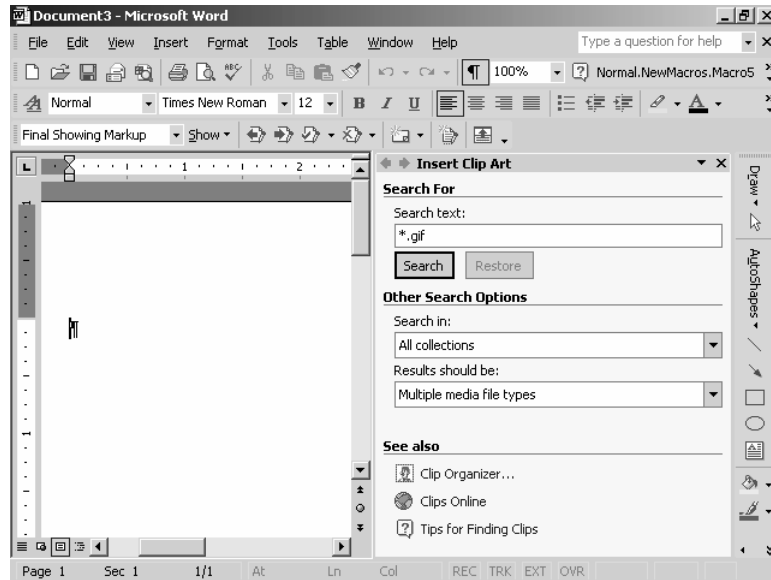


Figure C-11 The Insert Clip Art task pane.

2. Enter as much of the image's file name and extension as you know into the Search Text box. Use the ? wildcard in place of any characters you don't know and the * wildcard in place of any character sets you don't know.
3. Use the Search In box to specify where Word should look for clip art.
4. Use the Results Should Be box to restrict the search to only specified types of clip art.
5. Click the Search button to begin the search. When Word finishes, it displays a list of thumbnail images that match your search criteria.

Inserting a Clip Art Image

Once you build a list of the clip art images, you can easily insert an image. First, click in the Word document at the point where you want to insert the image. Then, click the image you want to insert. Word inserts the selected image at the location of the insertion point (see Figure C-12).

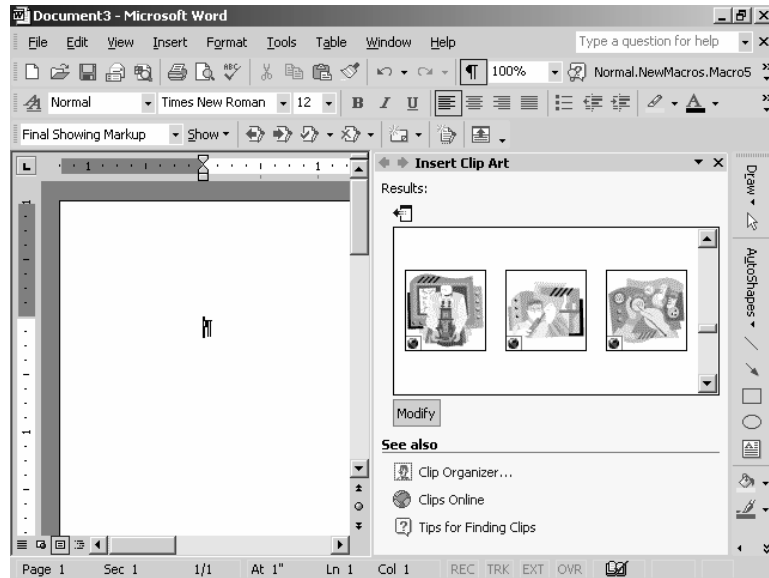


Figure C-12 An example of Word clip art.

Using the Clip Organizer

The Clip Organizer works like a tailored version of the My Computer window or Windows Explorer tool just for working with clip art (see Figure C-13).

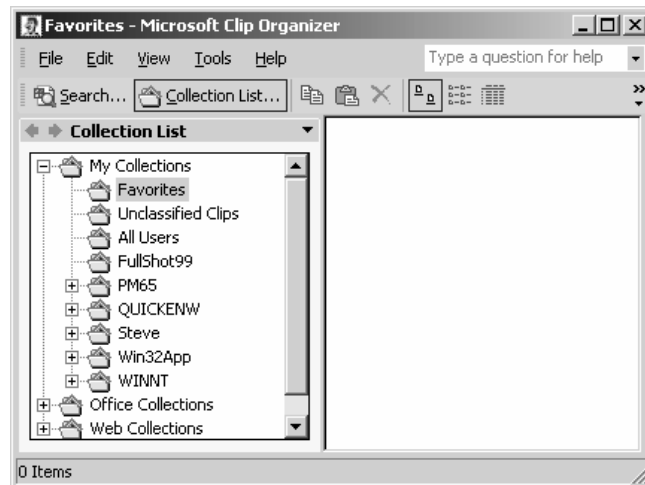


Figure C-13 The Clip Organizer window.

The Clip Organizer window organizes your images into three categories: My Collections, Office Collections, and Web Collections. To see the subcategories in any of these major categories, double-click the category folder icon. To see the images in a subcategory, double-click the subcategory folder icon. Clip Organizer displays a list of thumbnail images. You can right-click a thumbnail image to display a shortcut menu of commands useful for copying, moving and deleting clip art images.

NOTE *The Clip Organizer toolbar provides many of the same tools as does the Windows Explorer or My Computer toolbar.*

Clipboard

When you're working with Microsoft Office applications like Word, the clipboard can refer to two different items: the system clipboard and the office clipboard. Both clipboards are temporary storage areas filled with items you cut and copy. However, the two clipboards work differently.

Using the System Clipboard

Whenever you copy or cut something in Windows, Windows stores the copied or cut item on the system clipboard. The system clipboard can store only one item at a time, so when you do copy or cut, the newly copied or cut item replaced the previously copied or cut item.

In many Windows programs (although not in Microsoft Office programs like Word) and when working with Windows tools like the My Computer window and Windows Explorer, when you paste some item, you actually copy the contents of the system clipboard to the active document or active window.

The system clipboard gets erased in two ways: when you turn off your computer and when you specifically tell Office to clear the office clipboard. When Office clears the office clipboard, it also clears the system clipboard.

Using the Office Clipboard

In Microsoft Office, you can paste either from the system clipboard or the Office clipboard. Unlike the system clipboard, the Office clipboard can store up to twenty-four items. When you copy the twenty-fifth item, Office discards the first, or oldest, item.

To paste from the Office clipboard, first choose the Edit→Office Clipboard command so that the contents of the Office clipboard are listed in the task pane (see Figure C-14). Then, right-click the item and choose the Paste command from the shortcut menu.

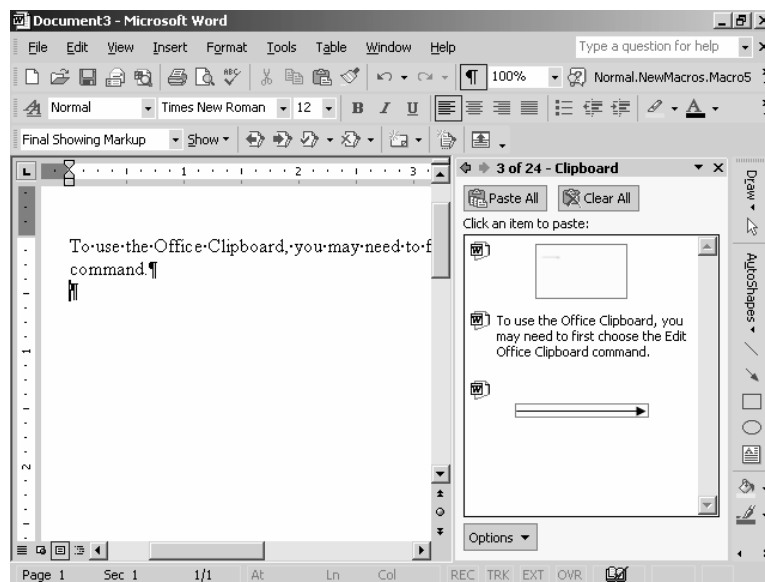


Figure C-14 The Clipboard task pane.

NOTE To paste from the system clipboard, you choose the Edit→Paste command, click the Paste toolbar button, or use the Ctrl+V shortcut.

The Office clipboard lets you copy items between Office documents and programs. For example, you can use the Office clipboard to copy an Excel chart to a Word document.

The Office clipboard gets erased when you close the last Office program. You can also erase the Office clipboard by clicking the Clear All button in the Clipboard task pane. (This also clears the system clipboard.) You can also erase individual items in the Office clipboard by right-clicking the item and choosing the Delete command.

Customizing the Office Clipboard

The Options button at the bottom of the Clipboard task pane displays a pop-up menu of four toggle switches you can use to control how the Office clipboard appears in the Word program window:

- The Show Office Clipboard Automatically toggle switch tells Word to display the Clipboard task pane when copying.
- The Collect Without Showing Office Clipboard switch tells Word to collect copied items on the Office clipboard.
- The Show Office Clipboard Icon On Taskbar switch tells Word to display an Office Clipboard icon on the Taskbar. You can click this icon to display the Clipboard task pane.
- The Show Status Near Taskbar switch tells Word to display a message when copying to the Office clipboard.

Word puts a check mark in front of the menu command when the switch is turned on.

SEE ALSO *Copying Formatting, Copying Objects, Copying Tables, Copying Text*

Closing Documents

To close a document, choose the File→Close command. Alternatively, click the document window's Close box.

NOTE *The document window's Close box is in the upper right corner of the program window just beneath the program window's Close box. The program window's Close box is in the corner of the program window. Close boxes are marked with an "X".*

To close all the open documents, hold down the Shift key and choose the File→Close All command.

Closing Programs

To close, or exit, a program like Word, choose the File→Exit command. Alternatively, click the program window's Close box.

NOTE *The program window's Close box is in the upper right corner of the program window and is marked with an "X".*

Coloring

You can add color or change the color of most parts of a Word document.

Coloring Text

To color text, select the text. Then click the Font Color toolbar button's arrow to display a pop-up menu of colors. Click the color you want for the selected.

Alternatively, you can choose the Format→Font command to display the Font dialog box, click the Font tab and then use the Font Color list box to select a color.

Both the Font Color button's pop-up menu and the Font dialog box's Font Color list box provide a More Colors option. If you select this option, Word displays the Colors dialog box (see Figure C-15). Use the Standard tab of the Colors dialog box to pick a color by clicking a color hexagon.

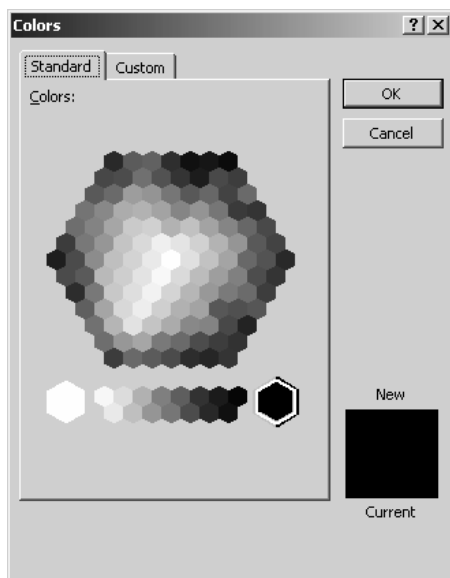


Figure C-15 The Standard tab of the Colors dialog box.

NOTE *The advantage of using the Standard tab instead of the pop-up menu of colors or the font color list box's list of colors is that the Standard tab shows you both the current and new color.*

Use the Custom tab of the Colors dialog box to more precisely pick a color (see Figure C-16). With the Custom tab, you can pick a color by clicking in the color rainbow and then using the slider button to adjust the luminosity of the color. You can also pick a color by first selecting a color model from the Color Model list box and by then mixing your color as, for example, parts of red, green, and blue using the Red, Green, and Blue boxes (if you use the RGB color model) or by creating your color using hue, saturation, and luminance settings (if you use the hue-saturation-luminance color model).

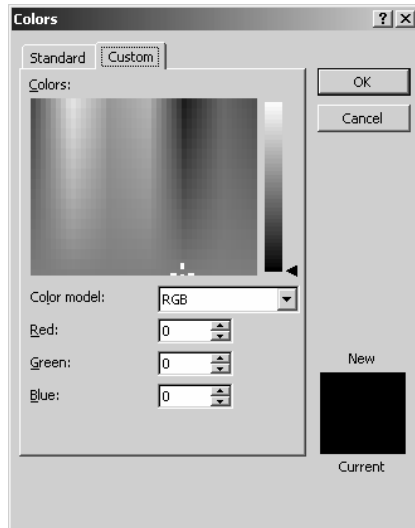


Figure C-16 The Custom tab of the Colors dialog box.

Highlighting Text with Color

You can highlight the selected text with a color by clicking the Highlight toolbar button. By default, Word highlights your text in yellow. To highlight your text in some other color, click the Highlight button's arrow. When Word displays a pop-up menu of highlight color squares, click the color you want.

To remove highlighting, select the highlighted text and then click the Highlight button.

Coloring the Document Background

You would not color the background of your document in Word. If you want to print with a colored background, print on colored paper.

NOTE *Color printing is typically many times more expensive than regular, black and white printing. So it would be very expensive to color the document background.*

Coloring an Object

To color an object or some part of an object, right-click the object so that Word displays the shortcut menu. Choose the Format command so that Word displays the Format dialog box—the exact name of the command and dialog box will depend on the object you select—click the Colors And Lines tab (see Figure C-17). Then, use the Fill Color and Line Color boxes to pick the color you want.



Figure C-17 The Colors And Lines tab of the Format AutoShape dialog box.

Column Breaks

You can break a column of text by inserting a column break. To do this, click the line that you want to begin the next column. Then, choose the Insert→Break command, mark the Column Break button, and click OK.

SEE ALSO *Breaks, Columns*

Columns

Most commonly, you print only a single column of text on a page. You can, however, print multiple columns of text on a page. (If this seems odd, think about what newspapers and magazines usually do.)

To use multiple columns of text on a page, choose the Insert→Columns command. When Word displays the Columns dialog box, use the Presets buttons or the Number Of Columns box to specify the number of columns you want (see Figure C-18).

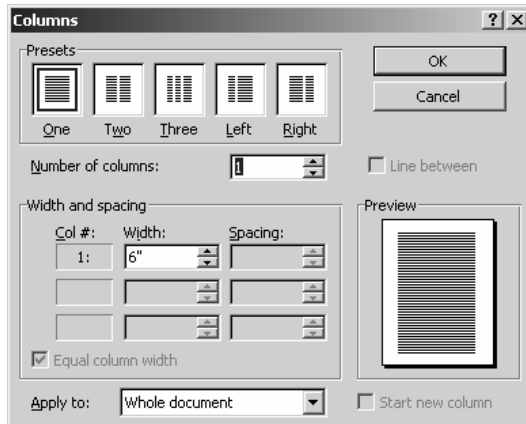


Figure C-18 The Columns dialog box.

You can use the Width And Spacing boxes to control how the columns should be sized and spaced. If you check the Equal Column Width box, Word only lets you enter one width and spacing value. If you want Word to draw a line between columns, check the Line Between box.

To remove columns, choose the Insert→Columns command and click the Presets One button or enter 1 into the Number Of Columns box.

Comments

You can annotate a document with comments. Your comments can either be textual or audio.

Adding and Editing Text Comments

To add a text comment to a document, choose the Insert→Comment command. When Word opens the Reviewing pane (see Figure C-19) or the Comment balloon, type your comment (see Figure C-20).

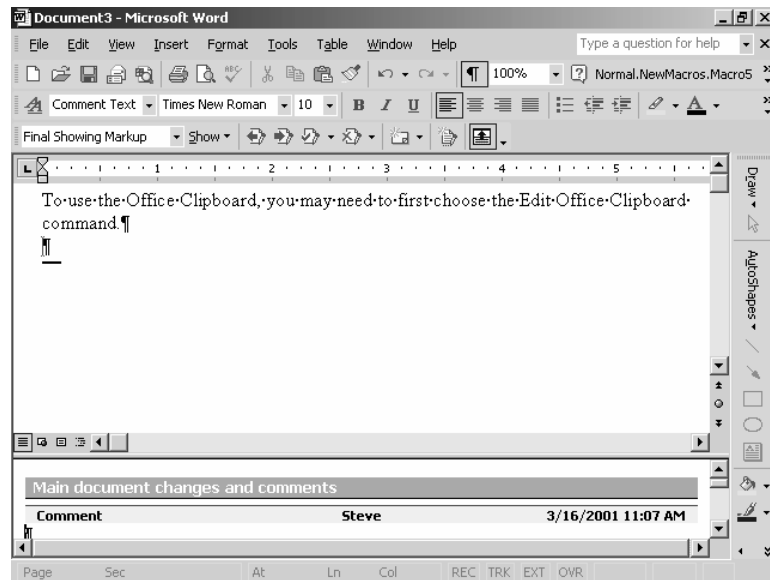


Figure C-19 The Reviewing pane.

NOTE To open and close the reviewing pane, click the Reviewing Pane button, which appears on the Reviewing toolbar.

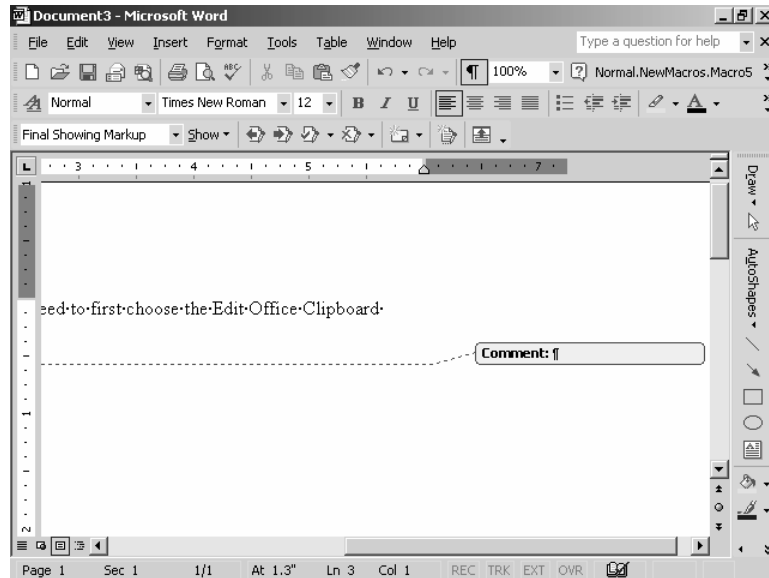


Figure C-20 The Comment balloon.

NOTE *The comment balloons appear only when you're in Print Layout View. To switch to print layout view, choose the View→Print Layout command.*

You can edit a comment by clicking the comment, either in its balloon or in the reviewing pane, and then type over or edit the text in the usual way. To delete a comment, right-click the comment and choose Delete Comment from the shortcut menu.

Printing Comments

You can print a document with or without its comments. To print a document with its comments, choose the File→Print command. Select the Document Showing Markup entry from the Print What list box, and then click OK.

To print a document without its comments, choose the File→Print command. Select Document from the Print What list box, and then click OK.

Adding Voice Comments

To add voice comments, click the New Comment button's arrow—this button appears on the Reviewing toolbar—and choose the Voice

Comment command from the menu Word displays. When Word displays the Sound Object dialog box, click the Record button and dictate your comment using your microphone (see Figure C-21).

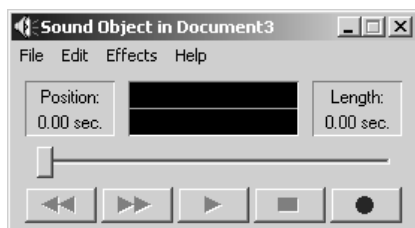


Figure C-21 The Sound Object dialog box.

When you finish, click the Stop button. Word adds the voice comment icon—a loudspeaker—to the document at the place where you've inserted the comment.

NOTE *You edit a voice comment by right-clicking the voice comment icon and then choosing the Wave Sound Object→Edit command from the shortcut menu. Your new comment replaces the old comment when you do this.*

Listening to Voice Comments

To hear a voice comment, right-click the voice comment icon. Then choose the Wave Sound Object→Play command from the shortcut menu.

Computer Viruses

Word documents can contain computer viruses because Word documents can contain macros. All someone has to do is write a mischievous or destructive macro and then get you to open the document and run the program. For this reason, you'll want to be careful about opening strange document files. One way you can be careful is by disabling any macros in strange documents you open. Word, fortunately, will ask if you want to do this when you open a document.

SEE ALSO *Macro Security*

Control Menu

In the upper left corner of program windows, including the Word program window, is an icon you can click to display the Control menu. The control menu, a relic of the version of Windows that Microsoft sold a decade ago, supplies commands for moving, sizing and closing the program window.

Copying Formatting

You can copy the formatting you've used for a selection of text by selecting the formatted text, clicking the Format Painter toolbar button, and then selecting the text you want to format.

To format several chunks of text with the Format Painter tool, select the text with the formatting you want to copy, double-click the Format Painter toolbar button, and then go through your document selecting each text chunk you want to copy the formatting to. When you format the last text chunk, click the Format Painter again to turn off format copying.

NOTE *The Format Painter copies both character level formatting (font, font style, point size, font color and so on) and, if you select a paragraph, paragraph level formatting (indentation, line spacing, and alignment).*

Copying Tables

To copy a table, first select the table and by choosing the Table→Select→Table command. Click the Copy toolbar button. Position the insertion point at the location where the table should be copied. Click the Paste toolbar button.

SEE ALSO *Tables*

Copying Objects

To copy an object, such as a picture, click the object to select it. Click the Copy toolbar button. Position the insert point at the location where the object should be copied. Click the Paste toolbar button.

Copying Text

Word provides several ways to copy text: To copy text and formatting, use any of the following methods:

- **Drag-and-drop.** Select text you want to copy by dragging the mouse. Then while holding down the Ctrl key, drag the selected text to a new location.
- **Edit→Copy and Edit→Paste commands.** Select the text, choose the Edit→Copy command, position the insertion point at the new location, and choose the Edit→Paste command.
- **Copy and Paste toolbar buttons.** Select the text, click the Copy button, position the insertion point at the new location, and choose the Paste toolbar button.
- **Office Clipboard task pane.** Select the text, click the Copy button or choose the Edit→Copy command, position the insertion point at the new location, and click the text you want to copy in the Clipboard task pane. If the Office Clipboard doesn't show, choose the Edit→Office Clipboard command.

You aren't limited to copying text just within a document. You can copy text between Word documents. And you can copy text between different programs' documents—such as from your e-mail program to Word. The only trick is that after you copy the text, you need to open the document into which you want to paste the text before positioning the insertion point.

If you don't want to copy the formatting. Choose the Edit→Paste Special command in place of the Paste toolbar button or the Edit→Paste command. When Word displays the Paste Special dialog box, choose Unformatted Text entry from the As list box (see Figure C-22).

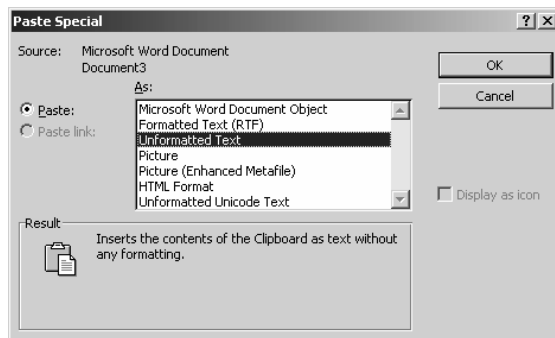


Figure C-22 The Paste Special dialog box.

SEE ALSO *Clipboard, Moving Text*

Counting Words

You can count the words in document or a text selection choosing the Tools→Word Count command. To count the words in a document, click the document to make sure that no text is selected. To count the words in a text selection, select the text. Once you've selected the text or made sure not text is selected, choose the Tools→Word Count command. Word makes its count and displays the Word Count dialog box (see Figure C-23).

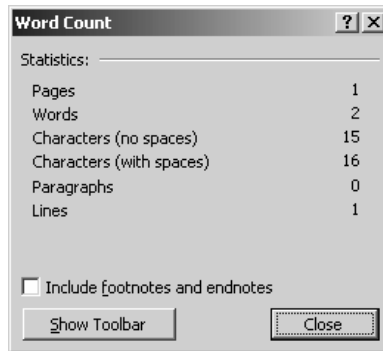


Figure C-23 The Word Count dialog box.

NOTE *Word counts more than the words in the document or text selection when you choose the Word Count command. It also counts the number of pages, the characters (including and excluding spaces), the paragraphs, and the lines. The Word Count dialog box also includes a box you can check to include footnotes and endnotes in these counts.*

Cutting

You use the Cut toolbar button and the Edit→Cut command to move text, tables, and objects within and between documents.

SEE ALSO *Clipboard, Moving Text*

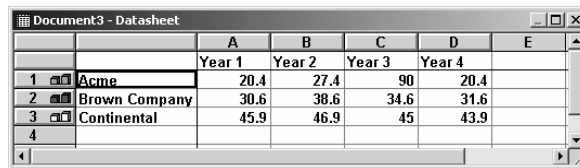
Database

If you use Word's Mail Merge wizard, Word helps you create a table of name and address information that you use for mass mailings. If you already have name and address information in another external database—such as a Microsoft Access database—you can tell the Mail Merge wizard to use that database for the mass mailing.

SEE ALSO *Mail Merge, Tables*

Datasheets

Microsoft Graph, which you can use to create charts for your Word documents, stores the to-be-plotted values in datasheets (see Figure D-1). To enter a value into the datasheet, click a cell and type the value. To describe the data series being plotted, click the text labels in the first, unlabeled column and replace the default series labels (East, West and North) with your series names. The series names are used on the chart legend.



	A	B	C	D	E
	Year 1	Year 2	Year 3	Year 4	
1 Acme	20.4	27.4	90	20.4	
2 Brown Company	30.6	38.6	34.6	31.6	
3 Continental	45.9	46.9	45	43.9	
4					

Figure D-1 A Graph datasheet.

To provide data category names, click on the first, unlabeled row and replace the default category labels (1st Qtr, 2nd Qtr, 3rd Qtr, and 4th Qtr) with your category names. The category names are used to label the chart axis.

TIP *Differentiating between a data series and a data category can be confusing. But you can often use a simple test to identify the data series. If you ask yourself the question, "What does a chart show?" every one-word answer identifies a data series. On most real charts, the question and its answers are easy. A chart that shows sales over last decade, for example, uses sales as the data series. (What does the chart show? Sales.) One other quick identifier is this. In any chart that shows how something changes over time, time is the data category.*

SEE ALSO *Charts*

Dates

When you enter a date into a Word document, Word will typically offer to AutoComplete the month of the current date. You can accept the AutoComplete suggestion by pressing Enter.

Word also lets you insert date field codes in a document. A field code is an instruction to Word to enter some piece of information into the document. A date field code instructs Word to enter the current date into a document according to a specific format.

To add a date field code to a document, choose the Insert→Date And Time command. When Word displays the Date And Time dialog box, select the date format you want from the Available Formats list box and your language from the Language list box (see Figure D-2). If you want the date to be automatically updated (using your computer's system clock), check the Update Automatically box.

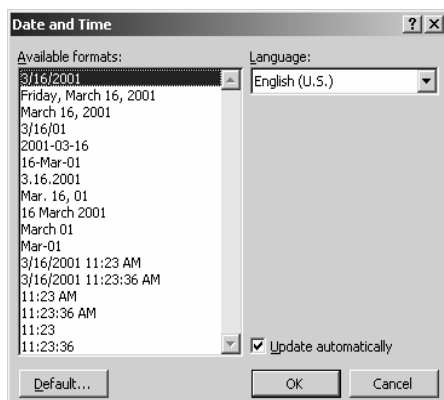


Figure D-2 The Date And Time dialog box.

SEE ALSO *AutoComplete, Field Codes*

Delete Key

The Delete key erases the character or object that's just in front of the insertion point. In comparison, the Backspace key erases the character or object that's just in back of the insertion point.

Deleting

You can delete anything in a Word document and Word documents themselves. And in general, you delete everything in the same way: You click the item you want to delete and then press the Delete key. If you need more instruction than that, refer to the detailed instructions that follow.

NOTE Word supplies a command equivalent Delete key, the *Edit→Clear→Contents* command.

Deleting Bookmarks

To delete a bookmark, choose the *Insert→Bookmark* command. When Word displays the Bookmark dialog box, select the bookmark and then the Delete button (see Figure D-3).



Figure D-3 The Bookmark dialog box.

Deleting Breaks

To delete a manual break you've entered using the *Insert→Break* command, position the insertion point before the first character after the break and then press the Backspace key. When you do this, you delete the break by backspacing over it.

Deleting Columns

To delete a column, choose the *Format→Columns* command. When Word displays the Columns dialog box, enter 1 into the Number Of Columns box (see Figure D-4).

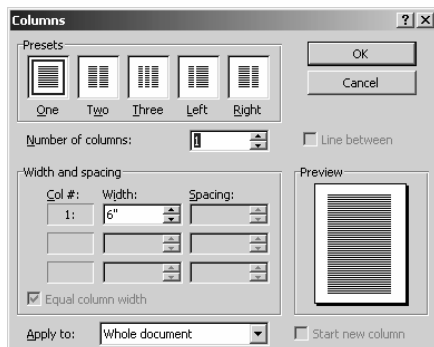


Figure D-4 The Columns dialog box.

Deleting Comments

To delete a comment, right-click the comment and choose the Delete Comment command from the shortcut menu.

Deleting Documents

To delete a document, use the My Computer window or the Windows Explorer to display the contents of the folder that holds the document (see Figure D-5). Click the document to select it. Then, press the Delete key or click the Delete toolbar button.

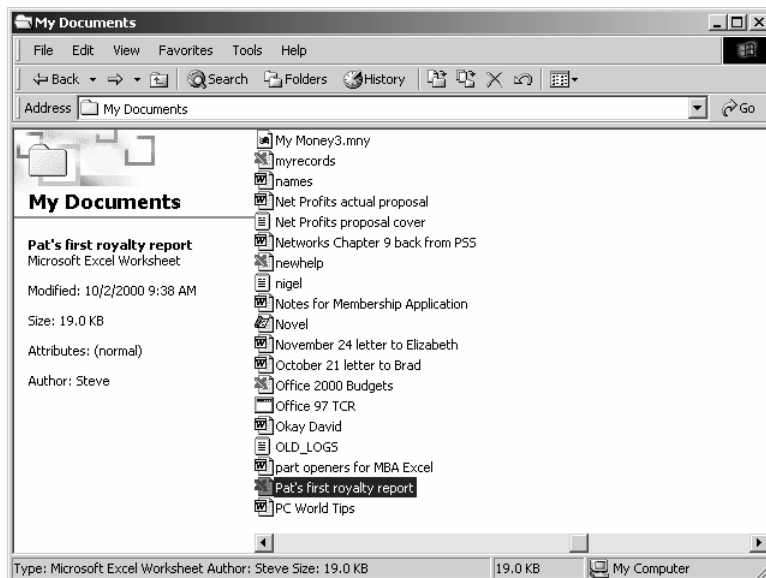


Figure D-5 The My Computer window.

NOTE *Both the My Computer window and Windows Explorer use an "X" to mark the Delete toolbar button on their toolbars.*

Deleting Fields

To delete a field, such as a date field code, click the field twice and then press the Delete key.

Deleting Footnotes and Endnotes

To delete a footnote or endnote, select the footnote or endnote number or character—it's usually easiest to do this using the keyboard (using the Shift and arrow keys)—and then press the Delete key.

NOTE *To delete footnote or endnote text, select the text and press Delete.*

Deleting Formatting

To delete formatting, selecting the text or object with the formatting you want to delete. Then choose the Edit→Clear→Formats command.

Deleting Objects

To delete an object like a chart, picture or piece of WordArt, click the object to select it and then press the Delete key.

Deleting Page Breaks

To delete a page break, which is just another type of break, position the insertion point before the first character after the break and then press the Backspace key. This deletes the page break by backspacing over it.

Deleting Tables, Table Rows, and Table Columns

To delete a table, click the table, choose the Table→Select→Table command and press Delete. To delete a row within a table, click on the row, choose the Table→Select→Row command and press Delete. To delete a column within a table, click on the column, choose the Table→Select→Column command and press Delete.

NOTE *If you want to delete a table but save its information, consider converting the table to paragraphs of text using the Table→Convert→Table To Text command. Refer to the Tables entry for more information.*

Deleting Text

To delete text, select the text using the mouse or the keyboard and then press the Delete key.

SEE ALSO *Bookmarks, Breaks, Columns, Comments, Fields, Footnotes and Endnotes, Tables*

Detect and Repair

The Help→Detect And Repair command finds and fixes errors in the Office program files. To use this command, first find your Office or Word installation CD. Then choose the command. Word displays the Detect And Repair dialog box (see Figure D-6). Use the two check boxes on the Detect And Repair dialog box to specify whether you want your shortcuts to Office restored as part of the repair and whether you want your customized settings saved or want to revert to the default settings. Then click Start.

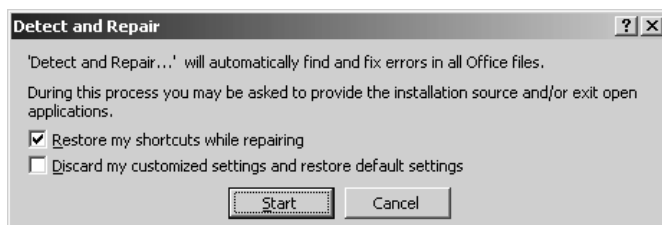


Figure D-6 The Detect And Repair dialog box.

Dictionary

Word uses a dictionary, named CUSTOM.DIC, to check the spelling of the words in your documents. You can add words to this dictionary by telling Word when a word isn't misspelled but just unknown. To do this, you choose the Add command from the spelling shortcut menu or click the Add button on the Spelling & Grammar dialog box. What happens in this case is that Word inserts the word into the CUSTOM.DIC dictionary.

You can maintain more than one custom dictionary if you want. To do so, choose the Tools→Options command and click the Spelling & Grammar tab (see Figure D-7).

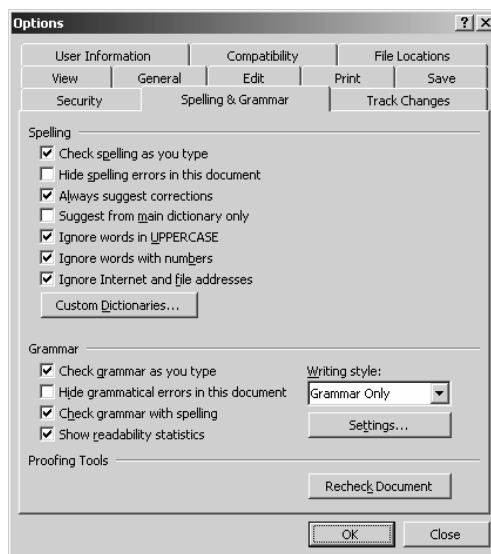


Figure D-7 The Spelling & Grammar tab of the Options dialog box.

Then, click the Custom Dictionaries button to display the Custom Dictionaries dialog box (see Figure D-8). To create a new custom dictionary, click the New button. When Word displays the Create Custom Dictionary dialog box, give the new dictionary a name and click Save. To use the new dictionary, choose the Tools→Options command, click the Spelling & Grammar tab, click the Custom Dictionary button, and check the dictionary's box in the Dictionary List box.

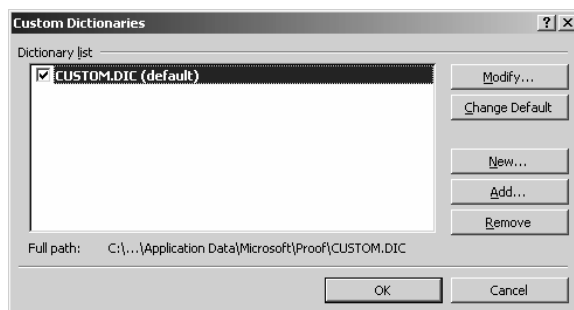


Figure D-8 The Custom Dictionaries dialog box.

To add an existing dictionary the list that Word keeps available for your spell checking, click the Custom Dictionaries dialog box's Add

button. Then, use the Add Custom Dictionary dialog box, which Word displays, to locate and identify the dictionary. Word dictionaries use the .dic file extension.

To remove a dictionary from the list that Word maintains, select the dictionary from the Custom Dictionaries list box and click the Remove button.

To make changes to the words in a dictionary, select the dictionary from the Custom Dictionaries list box and click the Modify button. Word opens the dictionary so you can make your changes.

Document

Key to comfortably using Word is knowledge of how to work with Word's documents. The paragraphs that follow briefly describe most of the common document management tasks.

Creating a New Document

To create a new document that uses the standard document template, click the New toolbar button.

To create a new document based on other than the standard document template, choose the File→New command. When Word opens the New Document task pane, click one of the hyperlinks listed in the New or New From Template areas (see Figure D-9).

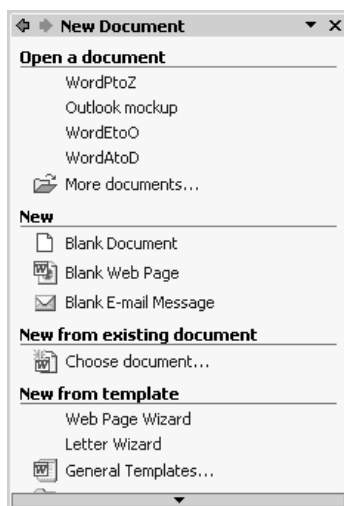


Figure D-9 The New Document task pane.

If you click the General Templates hyperlink, Word displays the Templates dialog box (see Figure D-10). Click the tab that most closely matches the category of document you want. Then, double-click the template icon that matches the specific document you want.

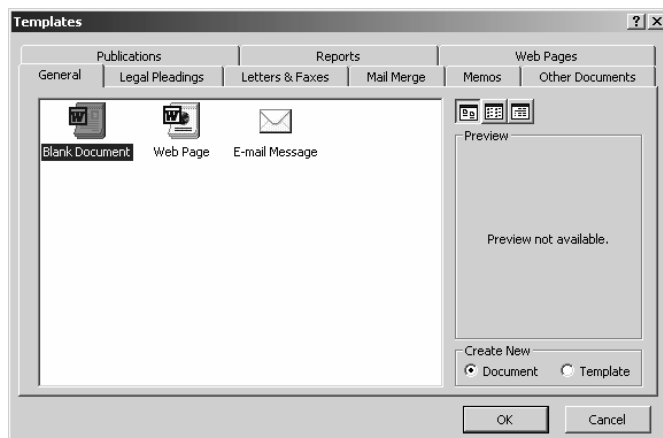


Figure D-10 The Templates dialog box.

Word opens a new document based on the template (see Figure D-11). This new document will contain text, formatting and instructions you can use to more easily and more quickly create the final document.

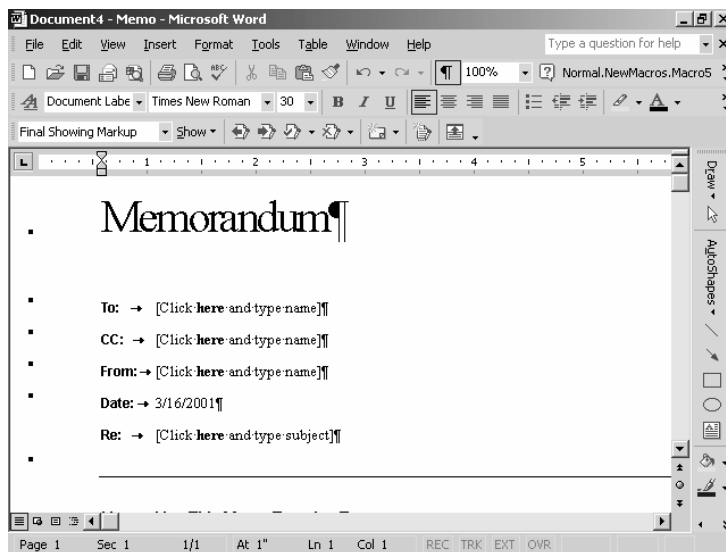


Figure D-11 A document created from the memo template.

NOTE *The Templates On My Web Sites and Templates On Microsoft.com hyperlinks, also available in the New Document pane, let you retrieve Word templates over the Internet and Web.*

Opening a Document

You have several convenient choices for opening documents in Word.

- **Documents menu.** If a document is listed under the Documents menu (displayed when you click the Start button and point to the Documents command) you can open the document by clicking it on the Documents menu.
- **File menu list.** If a document is one you've recently opened using Word, the document may be listed at the bottom of the File menu. In this case, you can open the document by choosing it from the File menu.
- **File→Open command.** You can choose the File→Open command to display the Open dialog box (see Figure D-12). To use the Open dialog box, first select the folder containing your document from the Look In list box. Then, when Word lists the documents in that folder, scroll through the list until you find the one you're looking for. When you see it, double-click it to open it.

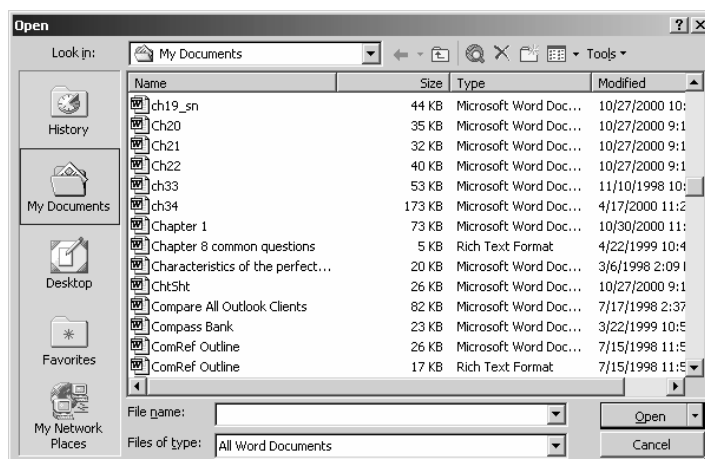


Figure D-12 The Open dialog box.

- **Open toolbar button.** You can also click the Open toolbar button to display the Open dialog box (see Figure D-12). Again, to use the Open dialog box, select the folder containing your document from the Look In list box, scroll through the list of documents until you find the one you're looking for, and then double-click that document to open it.

- **My Computer or Windows Explorer.** If you use the My Computer window or Windows Explorer to display the folder containing your document, you can double-click the document to open it. When you open a Word document, Windows first starts Word and then instructs Word to open the document.

Closing a Document

To close a document, choose the File→Close command or click the document window's Close box.

NOTE *If you've made changes to a document that haven't been saved, Word asks if you want to save your document or lose your changes.*

TIP *You can close all the open documents by holding down the Shift key and then choosing the File→Close All command.*

Saving a Document

To save a document, choose the File→Save command or click the Save toolbar button.

The first time you choose the File→Save command or click the Save toolbar button for new document, Word displays the Save As dialog box so you can name the file and specify where it should be saved (see Figure D-13). To use the Save As dialog box, follow these steps:

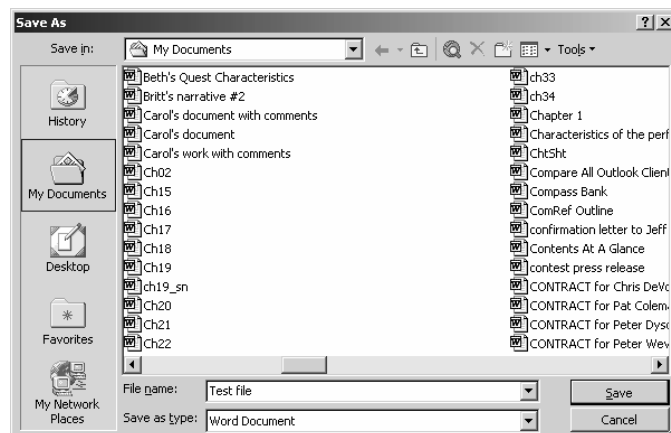


Figure D-13 The Save As dialog box.

1. Use the Save In box to pick the folder you want to save the document in.
2. Enter the name you want to use for the document into the File Name box.
3. (Optional) If you want to use this document with other programs or share the document with someone who doesn't have Word, open the Save As Type list box and select a file format.

NOTE *Word's document file format is readable by many other programs, but if you want to be sure that a document can be read by virtually any program select the Rich Text Format file type.*

Re-saving a Document

The subsequent times you save a document—the times after you've provided a name and specified a folder location—you also save the document using the File→Save command or the Save toolbar button. When you re-save a document, Word doesn't display the Save As dialog box. It assumes you want to use the same file name and location.

Renaming and Relocating a Document

To name a document or relocate a document you've already saved, choose the File→Save As command which again displays the Save As dialog box.

Deleting a Document

To delete a document, use the My Computer window or the Windows Explorer to display the folder holding the document. Then click the document to select it and press the Delete key.

Undeleting a Document

You may be able to undelete, or restore, a document you've previously deleted. Windows sets aside a percentage of your hard disk space to store recently deleted files. To see which deleted files Windows is still storing, double-click the Recycle Bin icon, which appears on the Windows Desktop. Windows opens the Recycle Bin window, which lists all the recently deleted files. Scroll through the list (see Figure D-14). If you can find your document, right-click it and choose Restore from the shortcuts menu.

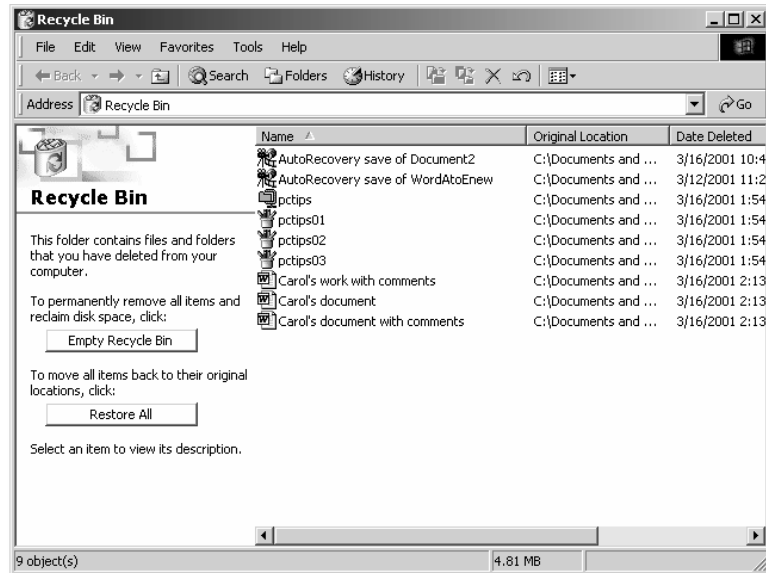


Figure D-14 The Recycle Bin window.

Exporting a Document

To export a Word document, save the document using the File→Save As command but use the Save As Type list box to choose a file format that other programs can use. The trick, by the way, is to use a file format that retains as much formatting information as possible. That means, if possible, you want to use the standard format for a recent version of Microsoft Word. In a pinch, you can also use the Rich Text Format, which returns much character-level formatting. In a worst case situation, you can use the plain text format, which lets you export the text of your document but not anything else.

Importing a Document

To import a document into Word—say a document someone created using another word processing program—just open the document. Word comes with a large set of filters that let it open most popular word processing documents.

NOTE *Word may prompt you for the installation CD if you didn't install the import filters when you originally installed Word.*

When Word can't successfully import a document, use the program that created the document—this might be the other word processing program, for example—to save the document in a common file format such as the Rich Text Format file format and open that document.

Printing a Document

To print a document, click the Print toolbar button or choose the File→Print command. If you click the Print button, Word prints your document using the default, or usual, print settings. If you choose the Print command, Word displays the Print dialog box (see Figure D-15).

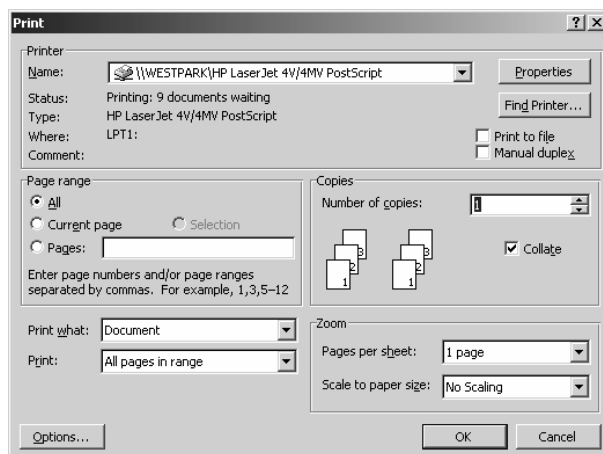


Figure D-15 The Print dialog box.

Use the Print dialog box's buttons and boxes to specify exactly how Word should print:

- Choose the printer you want to print the document from the Name list box, if the Name box doesn't already show the printer.
- Use the Print Range buttons to indicate whether you want to print all the pages in the document, just the current page, or some set of pages.

- Use the Copies boxes to specify the number of copies you want printed and whether copies should be collated.
- Use the Print What list box to indicate whether you want to print just the document, the document with revisions and comments, or other information from the document like a list of styles or AutoText entries.
- Use the Print box to tell Word whether you want to print all the pages, odd pages, or even pages.
- Use the Zoom boxes to tell Word how many document pages Word should print on a piece of paper and how Word should size, or scale, document pages in relation to the paper size.

Previewing a Document

You can preview what your printed document will look like in two ways. As you're working with your document, you can work in the Print Layout view, which means the pages you see in the Word document window look like your printed pages will. To work in Print Layout view, choose the View→Print Layout command.

You can also display the Print Preview window by choosing the File→Print Preview command (see Figure D-16).

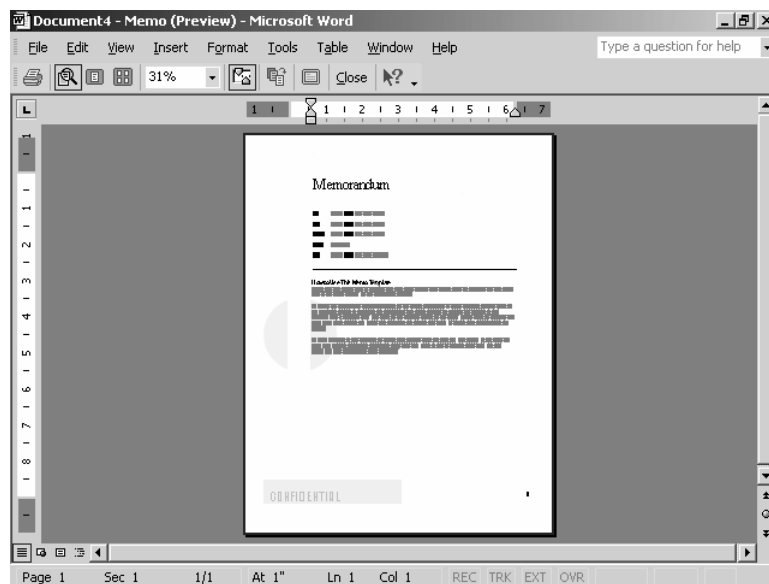


Figure D-16 The Print Preview window.

The Print Preview window includes a toolbar with several handy tools for previewing your document:

- **Print button.** When you want to print the document, click the Print button. Or, choose the File→Print command.
- **Magnifier.** The Magnifier button is a toggle switch that tells Word when you click the document, Word should alternatively magnify or reduce the size of the preview display.
- **One Page.** The One Page button tells Word to display one page at a time in the Print Preview window.
- **Multiple Pages.** The Multiple Pages button opens a menu that lets you tell Word to display multiple pages (up to six) in the Print Preview window. To use the Multiple Pages menu, highlight as many page images as you want to show.
- **Zoom.** The Zoom box lets you adjust the size of the previewed document to the specified percentage of its actual size.
- **View Ruler.** The View Ruler button is a toggle switch that tells Word to display or not display the Word ruler.
- **Shrink To Fit.** The Shrink To Fit button tells Word to attempt shrinking your document so that it uses fewer pages. Word shrinks your document by using smaller font sizes.
- **Full Screen.** The Full Screen button displays a full-screen version of the Print Preview window, which doesn't show an application window title bar, a menu bar, or a status bar.
- **Close Preview.** The Close Preview button closes the Print Preview window and returns you to the regular Word program window.
- **Content Sensitive Help.** The Content Sensitive Help button lets you click some item, such as a button or menu command, and see relevant information from the Word help information file.

Dividing Documents

You can split a document that's grown too large by cutting portions out of the document and pasting them into other new documents. Refer to the entry on Moving Text for information about how to do this.

Document Map

The Document Map pane lists the headings in a document (see Figure D-17). To see a document map, choose the View→Document Map command. To remove the document map, choose the command again.

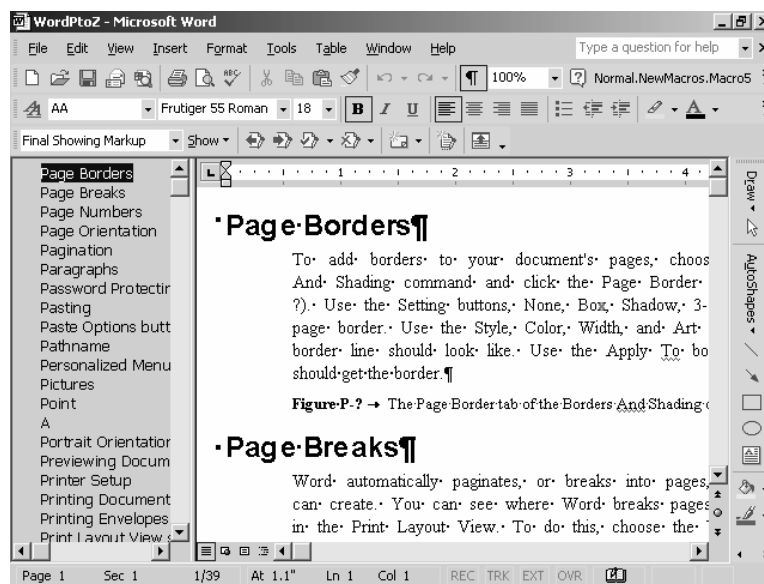


Figure D-17 The Document Map pane appears on the left side of the Word program window.

TIP *You can use the document map to quickly jump to a new location. Simply click a heading listed in the document map pane.*

Document Statistics

Word collects a variety of statistics about your documents including their size in bytes, the number of words, and how much time you've spent working with the document. To see document statistics, choose the File→Properties command and click the Statistics tab (see Figure D-18).

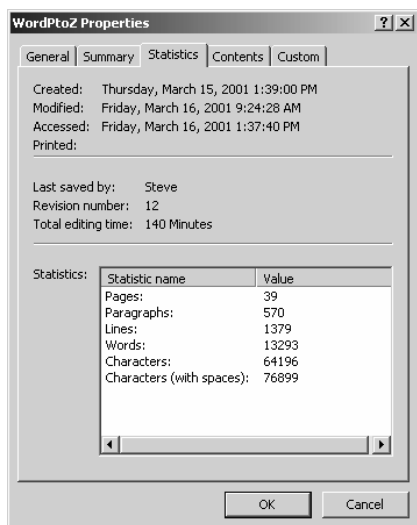


Figure D-18 The Statistics tab of Properties dialog box.

SEE ALSO *Counting Words, Readability Information*

Drag-and-drop

Drag-and-drop refers to copying or moving items with your mouse. For example, if you select text or an object, you can move the selection by dragging it to a new location. And if you select text or an object and hold down the Ctrl key, you can copy the selection by dragging it to a new location.

SEE ALSO *Copying Objects, Copying Text*

Drawing

Word includes a drawing tool which you can use to add lines, arrows, shapes and images to your documents. To begin drawing, display the Drawing toolbar by choosing the View→Toolbars→Drawing command (see Figure D-19).



Figure D-19 The Drawing toolbar.

NOTE *The Drawing toolbar can either be free-floating, as shown in Figure D-17, or it can be fixed. Typically, the Drawing toolbar is fixed and located along the bottom edge of the Word program window.*

Drawing Lines, Arrows, Rectangles and Ovals

The Drawing toolbar includes buttons for drawing lines, arrows, rectangles (including squares) and ovals (including circles):

- To draw a line or arrow, click the Line or Arrow button. When Word opens a drawing canvas, click at the point where your line or arrow should begin and drag the mouse to the point where the line or arrow should end.
- To draw a rectangle, click the Rectangle button. When Word opens a drawing canvas, click at the point where the rectangle's top left corner should be and drag the mouse to the point where the rectangle's bottom right corner should be.
- To draw an oval, click the Oval button. When Word opens a drawing canvas, click at the point where the oval's top left corner should be and drag the mouse to the point where the oval's bottom right corner should be.

TIP *To make your rectangle a square or your oval a circle, hold down the Shift key as you drag the mouse.*

Working with the Drawing Canvas

When the drawing canvas is open, Word displays the Drawing Canvas toolbar (see Figure D-20).

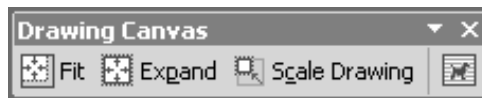


Figure D-20 The Drawing Canvas toolbar.

You can use the Drawing Canvas toolbar's tools to re-size the drawing canvas and your drawing and to wrap text around the canvas.

- Click the Fit Drawing To Contents button to shrink the drawing canvas so it's just large enough to hold the items you've drawn.

- Click the Expand Drawing button to increase the size of the drawing canvas.
- Click the Scale Drawing button and then drag the drawing canvas's selection handles to re-size the drawing and the image.
- Click the Text Wrapping button and then choose one of the text wrapping options from the menu that Word displays.

NOTE: *If the Drawing Canvas toolbar isn't visible, right-click the drawing canvas border and choose the Show Drawing Canvas Toolbar command.*

Drawing Text Boxes

A text box is a box into which you can enter text. To add a text box to a document, click the Drawing toolbar's Text Box button, then draw the text box by dragging the mouse. To make your text box square, hold down the Shift key while you drag the mouse. After you draw your text box, type the text you want the box to hold (see Figure D-21).

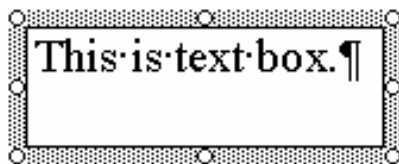


Figure D-21 A text box with text.

Drawing AutoShapes

The Drawing toolbar includes an AutoShapes tool which lets you draw dozens of common shapes such as hearts, stars, polygons, and flow chart symbols. To draw an autoshape, click the AutoShapes tool and then select one of the AutoShapes menu commands: Lines, Connectors (which are shapes that connect lines), Basic Shapes, Block Arrows, Stars And Banners, Callouts or More Shapes. When Word displays a list of the autoshapes within the selected category, click the one you want to add (see Figure D-22). When Word opens the drawing canvas, drag the mouse to size and position the autoshape (see Figure D-23).

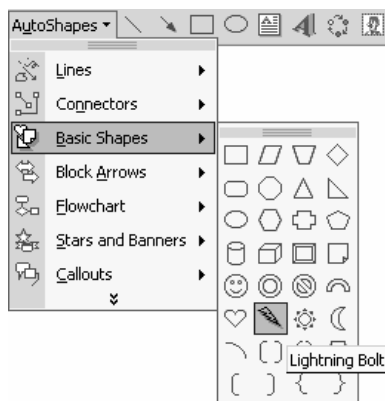


Figure D-22 A menu of autoshapes.

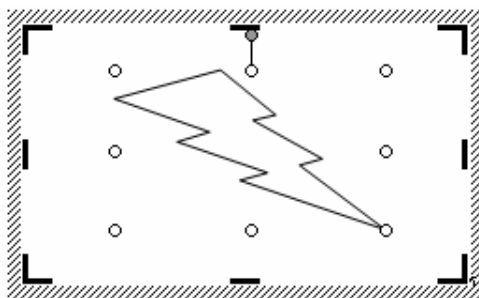


Figure D-23 An autoshape.

Selecting Objects

The Drawing toolbar's Select Objects button lets you select more than one drawing object. To select objects with the Select Objects button, you have two selection methods available once you've clicked the Select Objects button:

- Hold down the Shift key and click the objects you want to select.
- Draw a rectangle that encompasses the shapes you want to select.

Working with the Draw Menu's Commands

The Draw menu, which opens when you click the Draw button the Drawing toolbar, displays more than a dozen commands for creating more complex drawings.

- The Group command groups the selected objects so they can be moved, sized, and formatted as a group.
- The Ungroup command ungroups previously grouped items.
- The Regroup command groups previously ungrouped items.
- The Order command displays a submenu of commands for moving the selected object or objects to the front or back of other objects in the drawing.
- The Grid command displays the Drawing Grid dialog box, which lets you create a grid on the drawing canvas for more precisely aligning and locating the objects you draw.
- The Nudge command displays a submenu menu of commands you can use to nudge, or slightly move, the selected object or objects up, down, right or left.
- The Align Or Distribute command displays a submenu of commands for changing the alignment (right versus left, for example) or distribution (horizontal versus vertical) of the selected object or objects.
- The Rotate Or Flip command displays a submenu of commands for rotating objects.
- The Text Wrapping command displays a submenu of commands for specifying how text should flow around drawings.
- The Reroute Connectors command lets you change where connectors connect.
- The Edit Points command lets you change the line used in a curve, a freeform shape or a scribble.
- The Change AutoShape command lets you change the autoshape of the selected autoshape object.
- The Change AutoShape Default command lets you pick the default autoshape used within each autoshape category.

Formatting Drawing Objects

You can usually change the appearance or format of a drawing object by right-clicking the object, choosing the Format AutoShape command from the shortcut menu, and then using the dialog box that Word displays to color the shape and its border, change the lines used to draw the shape, and add or remove patterns (see Figure D-24).

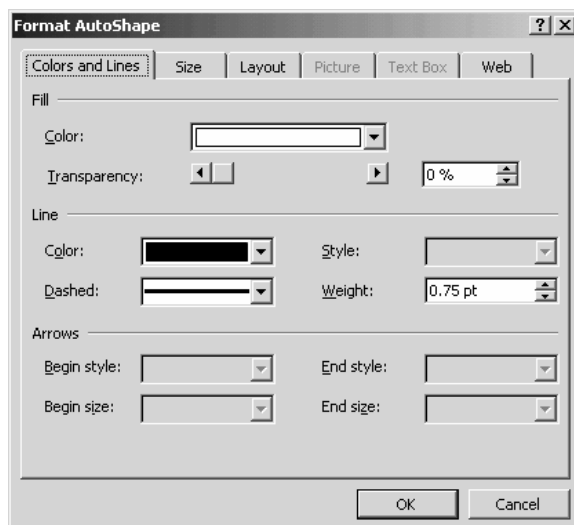


Figure D-24 The Format AutoShape dialog box.

The Drawing toolbar also provides toolbar buttons for making common formatting changes to drawing objects:

- To change the color of the selected item, click the Fill Color button's arrow and then choose the color you want from the pop-up menu of colors.
- To change the color of the selected line or arrow, click the Line Color button's arrow and choose the color from the pop-up menu of colors.
- To change the color of the select text, click the Font Color button's arrow and then selected a line style from the pop-up menu of line weights.
- To change the weight of the selected line or arrow, click the Line Style button's arrow to display a pop-up menu of line weights. Click the line weight you want.
- To change the selected solid line or arrow into a dashed line or arrow—or vice versus—click the Dash Style button's arrow and then select a dash style from the pop-up menu of dashed line options.
- To change the selected arrow's direction or arrowhead, click the Arrow Style button's arrow and then select an arrow style from the pop-up menu of arrow styles.

- To add shadowing to the selected object, click the Shadow Style button and then choose a shadowing style from the pop-up menu of choices.
- To add a 3-D effect to the selected object, click the 3-D Style button and then choose the 3-D effect from the pop-up menu of choices.


Inserting WordArt, Diagrams, Organizational Charts, and Pictures

Use the Insert WordArt, Insert Diagram Or Organization Chart, Insert Clip Art, and Insert Picture toolbar buttons to add WordArt, diagrams, organizational charts, pieces of clip art and pictures to your drawing. To add any of these items, click the appropriate button and then identify the item using the dialog boxes that Word provides.

SEE ALSO *Clip Art, Organization Chart, Pictures, WordArt*

Drop Cap

You can add a drop cap (see Figure D-25) to the first letter of a paragraph.



ast year's performance exceeded expectations.

Figure D-25 A drop cap.

To create a drop cap, select the letter and choose the Format→Drop Cap command. When Word displays the Drop Cap dialog box, use the Position boxes to select the type of drop cap you want (see Figure D-26). Select the drop cap font from the Font list box. Enter the number of lines the drop cap should use in the Lines To Drop box. Specify how many extra inches of space should be between the drop cap and the text using the Distance From Text box.

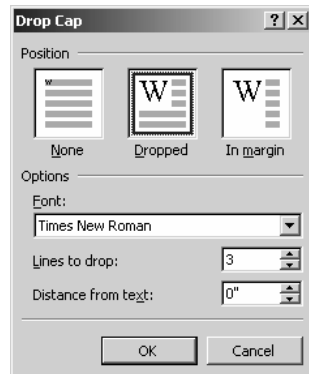


Figure D-26 The Drop Cap dialog box.

Editing Text

To edit text, select the text and then type the replacement text.

SEE ALSO *Backspace Key, Delete Key, Deleting Text*

E-Mail

You can e-mail the open Word document by choosing the File→Send To→Mail Recipient (As Attachment) command. Word opens your default e-mail client (this may be Microsoft Outlook or Microsoft Outlook Express), creates a new blank message and attaches the Word document to the message. To send the document, address the e-mail message, provide a subject and message text, and click Send.

TIP *You can also e-mail Word documents starting from your e-mail client. When you do this, you e-mail the document in the same way as you e-mail any file—typically by clicking the Attachment button and then using a dialog box to find and identify the to-be-attached file.*

Embedding Objects

To embed an object, such as a picture or some item created by another program, choose the Insert→Object command so that Word displays the Object dialog box.

Creating New Objects

To create a new object, click the Create New tab and then select the type of object you want to create from the Object Type list box (see Figure E-1). When you click OK, Windows opens the program that creates the selected object type so you can create the object. When you exit the creating program, Windows returns you to Word and places the new object in your document.

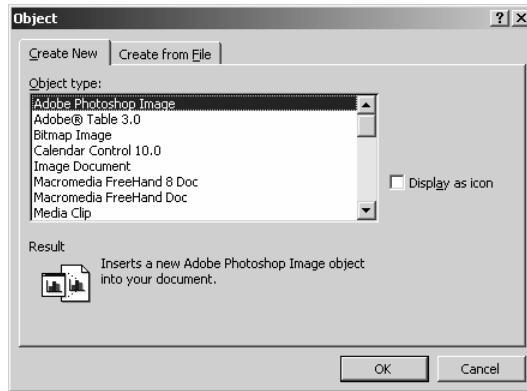


Figure E-1 The Create New tab of the Object dialog box.

Creating Objects from Files

To create an object by using an existing file, click the Create From File tab (see Figure E-2). Then enter the complete path name for the file into the File Name box. If you don't know the complete path name, click the Browse button to display the Browse window, which you can use to navigate through your computer's and network's folders and locate the file.

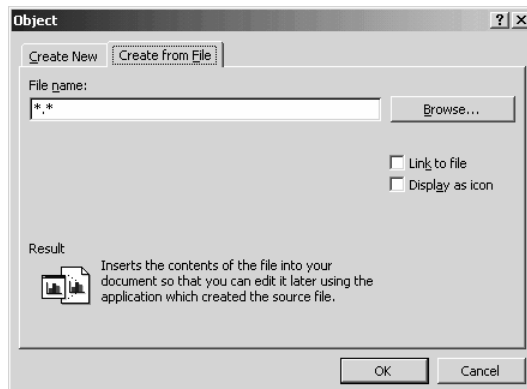


Figure E-2 The Create From File tab of the object dialog box.

NOTE *The Create From File tab includes two checkboxes you can use to further control how an embedded object works. Check the Link To File box to link the embedded object to the file that provides the object. (When you link, Word alerts you to changes to the file and asks if the object should be updated.) Check the Display As Icon box to display an icon rather than a picture of the embedded object in the document.*

SEE ALSO *Pathname*

End of Document Marker

In some views, like the normal view, Word places an end-of-document marker beneath the very last row of the document. The end of document marker is a thick, quarter-inch long dash.

End of Paragraph Marker

If you click the Show/Hide ¶ button, Word displays symbols to show where spaces and tabs are and where paragraphs end. Word uses dots for spaces, arrows for tabs, and the paragraph marker to show where paragraphs end (see Figure E-3).

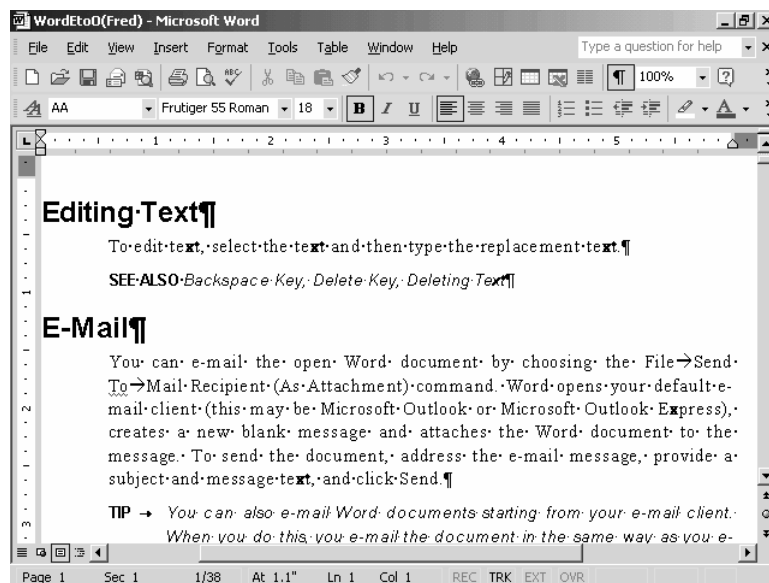


Figure E-3 The End of Paragraph Marker.

Ending Lines

Typically, you don't have to worry about ending lines of text. Word wraps text so that as soon as you fill a line with text, it moves the insertion point to the next line. Very long words may also be moved to the next line if they won't fit on the current line.

You can, however, tell Word to end a line of text by pressing the Shift key and the Enter key simultaneously. When you enter one of these line breaks, Word moves to the next line without starting a new paragraph—even though to your eyes it may look as if one paragraph has ended and new one started.

NOTE *If you end a line by pressing the Enter key, you end both the line and the paragraph, which you may not want to do. Some formatting applies to paragraphs (like alignment and line spacing), so there may be situations where you want a line to end but not the paragraph or its formatting.*

SEE ALSO *Insertion Point, Word Wrap*

Endnotes see Footnotes and Endnotes

Enter key

In Word, the Enter key serves two purposes. When you're working with text in a document, pressing the Enter key tells Word that it should enter an end-of-paragraph marker, and move to the next line of the document.

When you have a Word dialog box open, pressing the Enter key tells Word to accept the dialog box's current settings.

SEE ALSO *End of Paragraph Marker*

Envelopes

Word provides a special command for printing envelopes.

Setting Envelope Printing Options

If you haven't printed envelopes before, you may need to configure the Envelope printing options. To do this, take the following steps:

1. Choose the Tools→Letters And Mailings→Envelopes And Labels command. When Word displays the Envelopes And Labels dialog box, click its Options command button so that Word displays the Envelope Options dialog box (see Figure E-4).

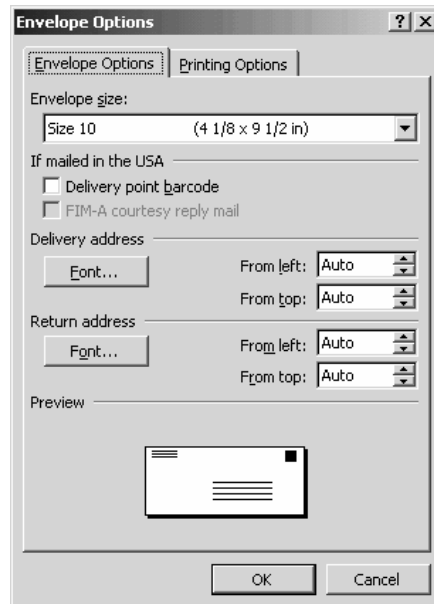


Figure E-4 The Envelope Options tab of the Envelope Options dialog box.

2. Click the Envelope Options tab of the Envelope Options dialog box. Then use its Envelope Size list box to identify the envelope you want to print.
3. If you're mailing in the United States, check the Delivery Point Barcode box so that Word prints a delivery address bar code on your envelope for faster deliver.

NOTE *If you choose to have delivery point barcodes printed on your envelopes, you can also have a Facing Identification Mark printed on the envelope for easier presorting.*

4. Optionally, use the Delivery Address and Return Address Font buttons to display dialog boxes that let you specify what font, style and point size should be used for envelope addresses.
5. When you finish working with the Envelope Options tab, click the Printing Options tab (see Figure E-5).

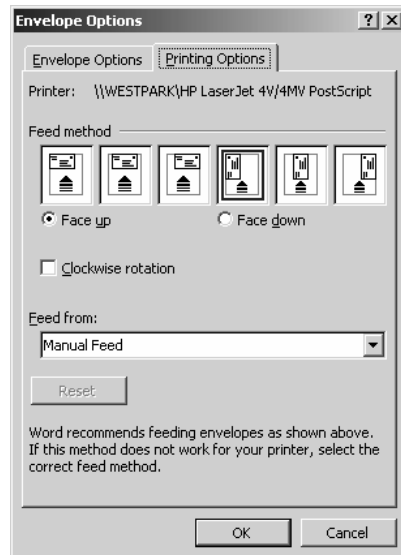


Figure E-5 The Printing Options tab.

6. Use the Feed Method buttons to describe the way that envelopes are fed into your printer.
7. Mark the Face Up or Face Down buttons to indicate whether envelopes are fed through the printer face up or face down.
8. Use the Feed From list box to indicate whether you'll manually feed envelopes into the printer or use a paper tray.

Printing Envelopes

To print an envelope from Word, follow these steps:

1. If the name and address already exist in the document—say you've been writing a letter and now want to print an envelope with the recipient's address—select the name and address.
2. Choose the Tools→Letters And Mailings→Envelopes And Labels command. Word displays the Envelopes And Labels dialog box (see Figure E-6).

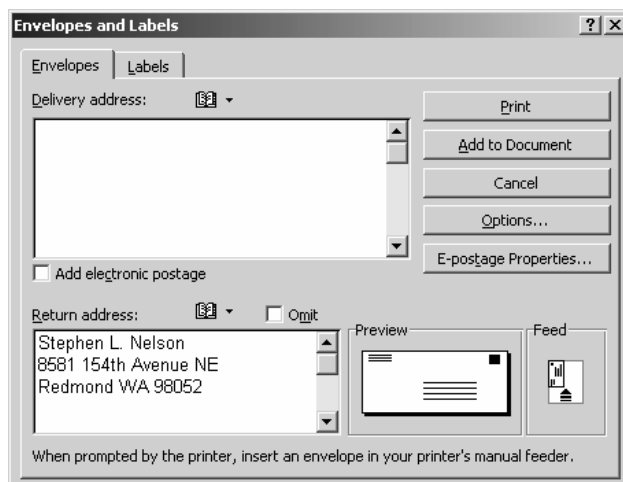


Figure E-6 The Envelopes tab of the Envelopes And Labels dialog box.

3. If the delivery address doesn't already show in the Delivery Address box, enter it.
4. If you've set up an electronic postage program and want to use electronic postage for your envelope, check the Add Electronic Postage box.
5. Enter your name and address in the Return Address box.
6. Click the Print command button.

Electronic Postage

Word supports electronic postage programs, letting you print postage on envelopes. You tell Word you want to use electronic postage on an envelope when you print the envelope. If you haven't already set up electronic postage, Word can connect you to the Microsoft web page that describes electronic postage options. After you set up an electronic postage program, you may need to configure the electronic postage. You can do this by choosing the **Tools→Letters And Mailings→Envelopes and Labels** command, clicking the **Envelopes** or **Labels** tab, and then clicking the **E-Postage Properties** command button.

SEE ALSO *Envelopes*

Exiting Word

To exit Word, choose the File→Exit command or click the Word program window's Close box.

SEE ALSO *Closing Documents, Closing Programs*

Exporting

You can export text and objects from Word so they can be used in other programs and other documents. Probably the easiest way to export text or an object is to select the text or object, choose the Edit→Copy command to copy the text or object to the clipboard, open the new document or program into which you want to export the text or object, and then choose the Edit→Paste command.

You can also export text by saving a document file in a format that can be imported by the program to which you want to move the document. To do this, choose the File→Save As command. Save the document in the usual way—except use the Save As Type list box to choose a file format the importing program will recognize.

SEE ALSO *Clipboard, Copying Objects, Copying Text, Documents*

Fast Saves

If you choose the Tools→Options command, click the Save tab, and check the Allow Fast Saves box, Word will save your documents more quickly. In essence, when you do this, you tell Word you don't care if the files that get saved are a little big, you just want them saved more quickly. With a fast save, Word doesn't go the work of first cleaning up a file before saving. Normally, it does do this.

Field Codes

Field codes are instructions to Word. Field codes perform a variety of tasks, but most commonly you enter field codes to enter dates and times into documents, to add terms to your index or table of contents, and to calculate formulas.

To add a field code to a document at the insertion point, choose the Insert→Field Code command. When Word displays the Field dialog box (see Figure F-1), select a field code category from the Categories

list box and the field from the Field Name list box. If Word requires more information from you to follow the instruction implicit in the field code, it provides text boxes to the right of the Categories and Field Names list boxes. Use these to provide the requested information.

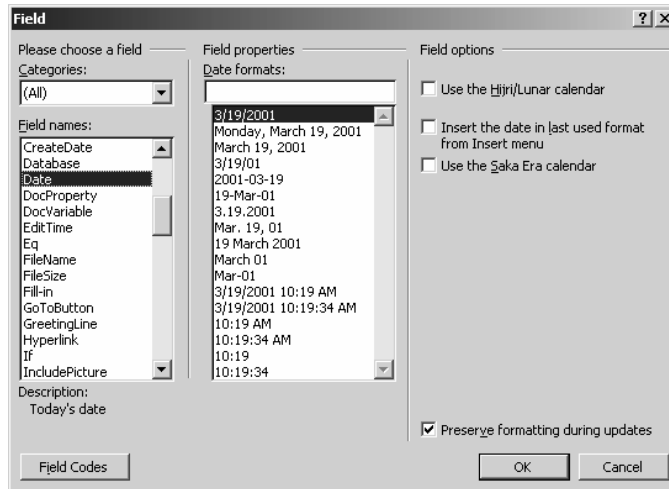


Figure F-1 The Field dialog box.

SEE ALSO *Dates, Formulas and Equations, Times*

Figure Captions see Captions

File Format

Different programs use different formats, or structures, for their document files. The documents you create in Word, for example, use a different format than the documents you create in Excel (the spreadsheet program that comes with Microsoft Office).

By default, Word 2002 and the two previous versions of Word, Word 2000 and Word 97, use the same document format, but other word processing programs and earlier versions of Word use other formats.

You can choose which format Word should use for a document when you save the document file. To do so, select the file format from the Save As Type list box, which appears on the Save As dialog box.

SEE ALSO *Documents, Exporting*

File Extensions

Windows appends a three-character file extension to your filename to identify the type of file. Word documents, for example, use the file extension DOC. The dictionaries that Word uses to check your spelling use the file extension DIC. Word backup documents use the file extension WBK.

Typically, you don't enter the file extension for a document. Word adds this automatically, based on the type of file you're creating or saving. Sometimes you can specify the file extension with the file name—and when you can, your file extension may determine the type of file Word creates.

SEE ALSO *Dictionary, Filenames*

Filenames

You name your document by entering a name into the Filename box when you use the Save As dialog box .

Your document name can be any valid filename, which means your filename can up to 215 characters including spaces. Letters and numbers can used in filenames. Some symbols can, but not the symbols that follow:

\ / : * ? “ < > |

SEE ALSO *Documents*

File Properties

Word and other Office programs collect information about the documents you create. You can view this information by choosing the File→Properties command. Word displays the document properties dialog box (see Figure F-2). The document properties dialog box provides five tabs of information:

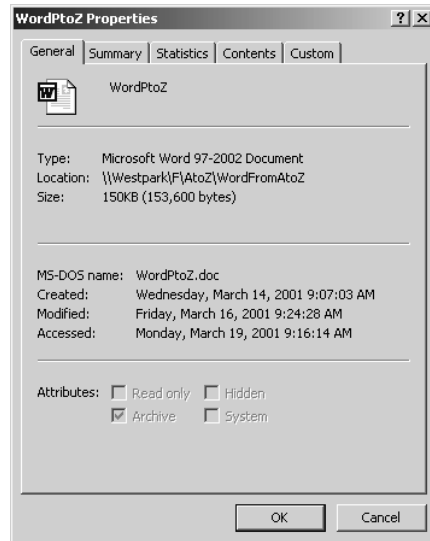


Figure F-2 The General tab of the document properties dialog box.

- The General tab displays document name, location, size, and file attributes information.
- The Summary tab provides spaces to collect and store information about the document title, subject, author, and so forth.
- The Statistics tab reports on the number of pages, paragraphs, lines, words and characters in the document.
- The Contents tab lists the headings in the document.
- The Custom tab lets you collect and store other pieces of document management information, such as when a document is complete, where it's been routed, and who the editor was.

Files see Documents

Finding Documents

You can locate lost or misplaced documents using the Word Search tool or the Windows Search tool.

Using the Word Search Tool

To use the Word Search tool, choose the File→Open command, click the Tools button, and choose the Search command. Word displays the Search dialog box (see Figure F-3).

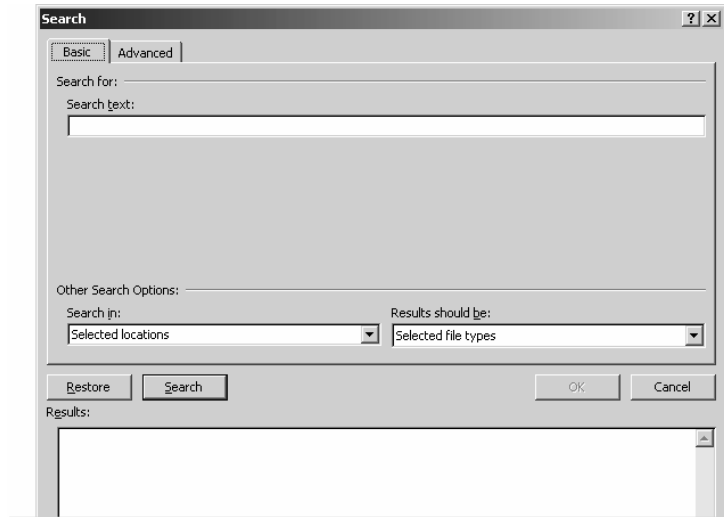


Figure F-3 The Basic tab of the Search dialog box.

If you know the filename, click the Basic tab and then follow these steps:

1. Enter the filename into the Search Text box. If you know a portion of the name, use that portion and the ? and * wildcards.

TIP *The ? character represents any single character (h?t finds any three letter filename that starts with an "h" and ends with a "t"). The * character represents any set of characters (June* finds any filename that starts with the word "June").*

2. Use the Search In box to specify where Word should look.
3. Use the Results Should Be list box to select which types of documents you're looking for.
4. Click the Search button. Word begin searching for documents that match your search criteria. As Word finds matching documents, it lists them.
5. To open a document in the Results list, double-click it.

If you don't know the filename but know something about the document's characteristics—such as what the document contains or who created the document—click the Advanced tab (see Figure F-4).

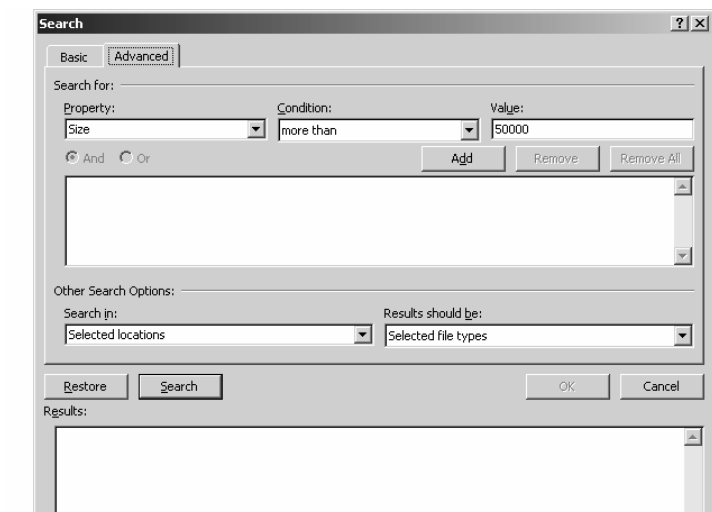


Figure F-4 The Advanced tab of the Search dialog box.

1. Use the Property list box, Condition list box, and Value list box to identify a file characteristic you can describe. For example, select Text Or Property from the Property list if you know some the text contained in the document, and then select Includes from the Condition box and enter the search text into the Value box. As another example, select Size from the Property list box if you know something about the size of the document, then select one of the comparison operators (Equal To, Not Equal To, More Than, Less Than, At Least, At Most) from the Condition list box, and then enter the filesize in bytes (not kilobytes) into the Value box.
2. Use the Search In box to specify where Word should look.
3. Use the Results Should Be list box to select which types of documents you're looking for.
4. Click the Search button. Word begin searching for documents that match your search criteria. As Word finds matching documents, it lists them.
5. To open a document in the Results list, double-click it.

Using the Windows Search Tool

The Windows operating system also provides a search tool that can be useful for locating lost or misplaced Word documents. Unfortunately, the confusing number of Windows operating systems makes it difficult to provide a “one-size-fits-all” set of instructions. Nevertheless, the steps that follow provide general instructions for finding files using Windows 2000 and Windows XP. With both of operating systems, you can take the following steps to search for and locate documents:

1. Click the Start button and choose the Search→For Files Or Folders command. Windows displays the Search Results window (see Figure F-5).

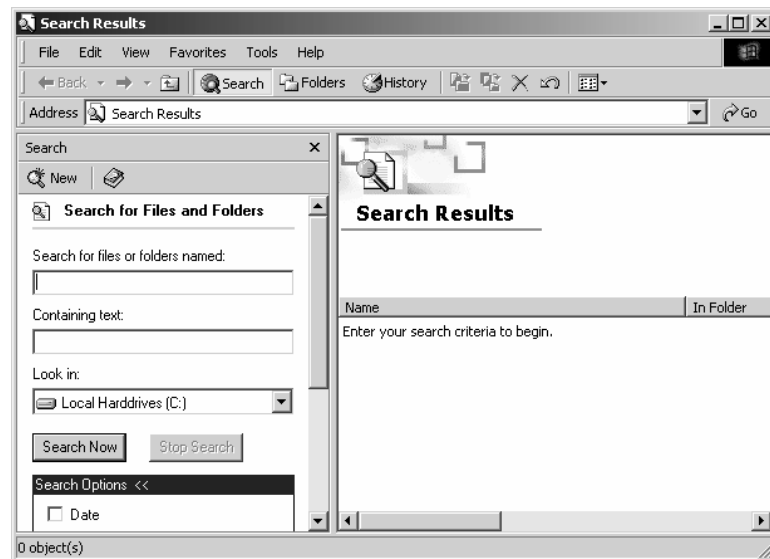


Figure F-5 The Search Results window.

2. If you know the filename, enter it into the Search For Files Or Folders Named box. If you know a portion of the name, use that portion and the ? and * wildcards.
3. To find files that use a word, phrase, or string of text, enter that word, phrase, or text string into the Containing Text box.
4. Use the Look In list box to specify on which drives Windows should look.

5. Optionally, use the Date, Type, Size and Advanced Options boxes to further refine the search. (Only the Date box shows in Figure F-5.) If you check one of these boxes, Windows displays other boxes and buttons you use to describe the criteria in detail.
6. Click the Search Now button. Windows begin searching for documents that match your search criteria. As Windows finds matching documents, it lists them.
7. To open a document in the Search Results window, double-click it.

TIP *You can do and will probably want to do other work with your computer while the search goes on. Complex searches, such as those that look inside documents for matching text, can take a long time.*

Finding Formatting

To search for formatting with in a document, choose the Edit→Find command. When Word displays the Find And Replace dialog box, click the More button, if displayed, so that Word displays the full set of searching buttons and boxes (see Figure F-6).

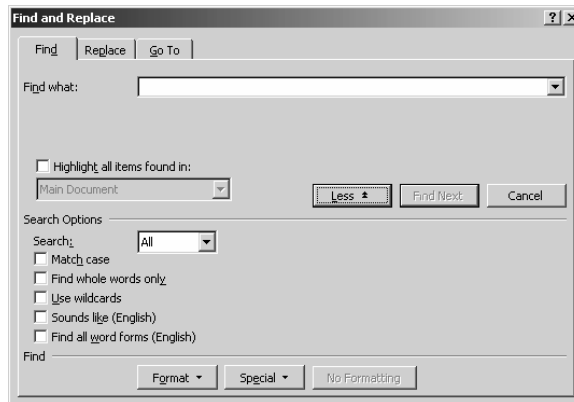


Figure F-6 The Find And Replace dialog box.

Click the Format button to display a menu of formatting commands. Select the formatting command that corresponds to the type of formatting you're looking for. For example, if you're looking for a particular font, select the Font command. Word next displays the same formatting dialog box you would see if you chose the corresponding Format menu command (see Figure F-7).

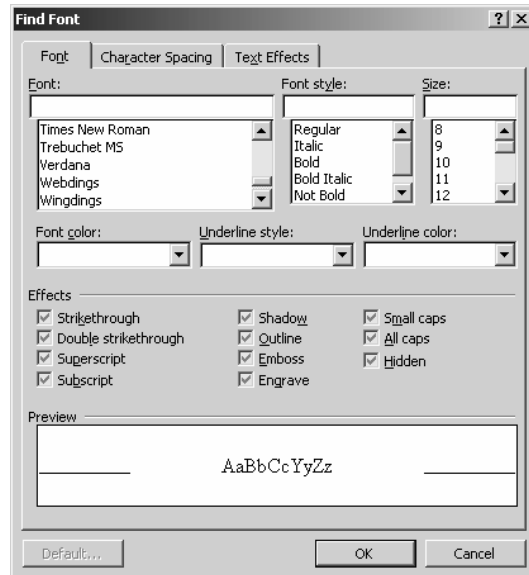


Figure F-7 The Find Font dialog box that appears if you've said you want to search for a font.

Use the formatting dialog box to describe the formatting you're searching for and click OK. Word returns you to the Find And Replace dialog box. To search for the formatting, click the Find Next command button.

SEE ALSO *Finding Text*

Finding Special Characters

To find a special character within a document—such as a nonbreaking space or a nonbreaking hyphen—choose the Edit→Find command. When Word displays the Find And Replace dialog, click the More button so that Word expands your list of search options (see Figure F-8). Then click the Special button. When Word displays the list of special characters it will search for, select the one you want. Click the Find Next button to start Word searching the document.

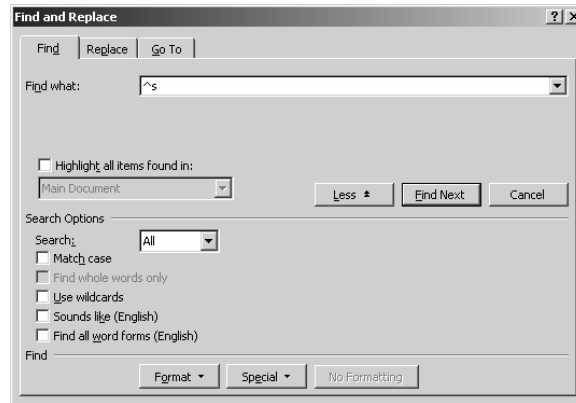


Figure F-8 The Find And Replace dialog box.

SEE ALSO *Finding Formatting, Finding Text, Special Characters, Nonbreaking Hyphen, Nonbreaking Space, Symbols*

Finding Text

To find text within a document, choose the Edit→Find command. When Word displays the Find And Replace dialog box, enter the text you want to search for into the Find What box (see Figure F-9). Click the Find Next button to start Word searching the document. If Word finds the text, it highlights the text and makes your document window the active document window while leaving the File And Replace open but inactive. You can work in the document, including making changes the selected text. To continue searching, click the Find Next button again.

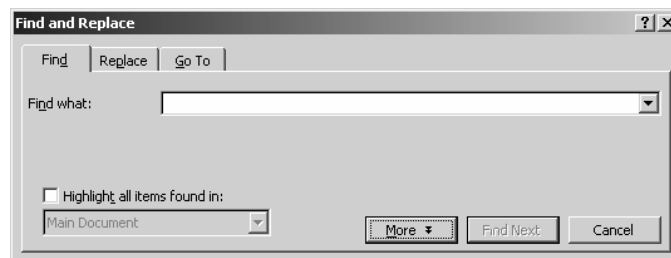


Figure F-9 The Find And Replace dialog box.

To search for multiple occurrences of the text, check the Highlight All Items Found In box and then select what you want to search from

the list box. If you search for multiple occurrences, Word highlights each occurrence in the search area.

To search using more sophisticated search criteria, click the More button. Word displays an expanded version of the Find And Replace dialog box (see Figure F-10). Use its boxes to fine-tune your search criteria:

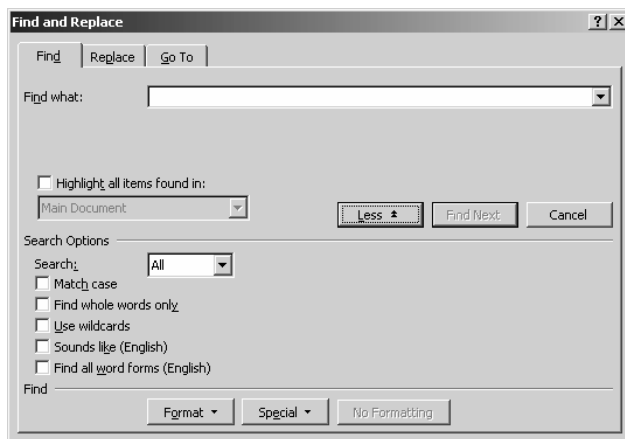


Figure F-10 The expanded Find And Replace dialog box.

- Use the Search list box to specify in which direction Word should search.
- Use the Match Case checkbox to indicate whether the case of your search text needs to exactly match the case of the document text.
- Use the Find Whole Words Only checkbox to indicate whether Word should only find whole word occurrences of the search text. For example, if you check this box and use “war” as your search text, Word will not find text such as “hardware,” “warrant,” and “thwart.”
- Check the Use Wildcards box to use the ? and * wildcard characters in your search.
- Check the Sounds Like box to find homonyms of the search text. For example, if you check this box and use “loan” as your search text, Word will find “loan” but also “lone.”
- Check the Find All Word Forms box to find different forms of the same word. For example, if you check this box and use “keep” as your search text, Word will find “keep” and “keeping” and also “kept.”

Fonts

You can change the font, style, point size and font effects used for document characters using either the Formatting toolbar's buttons and boxes or the Format→Font command.

To use the Formatting toolbar buttons and boxes, first select the text. Then use the Font and Font Size boxes or the Bold, Italic and Underline buttons to make your changes.

To use the Format→Font command, select the text. Choose the command and click the Font tab (see Figure F-11).

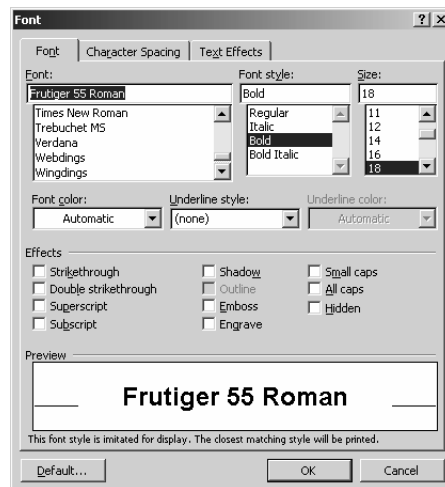


Figure F-11 The Font tab of the Font dialog box.

- Use the Font list box to select a font for the text.
- Use the Font Style list box to italicize or bold the text.
- Use the Size list box to select a point size for the text.
- Use the Font Color box to select a color for the text.
- Use the Underline Style and Underline Color list boxes to add and color underlining.
- Use the Effects check boxes to add effects like superscripting, subscripting, and shadowing.

TIP Remember that the Font dialog box's Preview area shows how your font specifications look.

Footers see Headers and Footers

Footnotes and Endnotes

You can add footnotes and endnotes to your documents.

Adding Footnotes and Endnotes

To add footnotes or endnotes to a document, follow these steps:

1. Choose the Insert→Reference→Footnote command. Word displays the Footnote And Endnote dialog box (see Figure F-12).

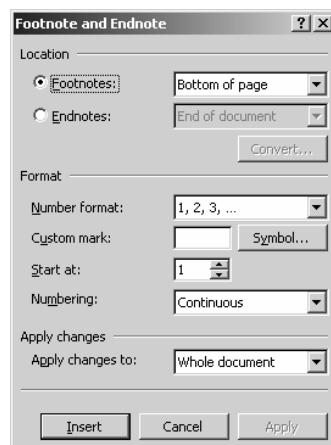


Figure F-12 The Footnote And Endnote dialog box.

2. Use the Location buttons, Footnotes and Endnotes, to specify whether you want footnotes added to the bottom of each page or endnotes added to the end of your document.
3. Use the Footnotes or Endnotes list boxes to specify exactly where footnotes or endnotes should be placed.
4. Use the Number Format list box to select which numbering scheme you want to use for your footnotes or endnotes.
5. (Optional) To use a custom footnote or endnote mark, enter that mark into the Custom Mark text box. To use a special symbol that isn't on the keyboard, click the Symbol button and use the dialog box that Word displays to find and insert the symbol.
6. Use the Start At box to tell Word which number it should use to begin numbering footnotes or endnotes.

7. Use the Numbering list box to specify whether footnotes and endnotes should be numbered continuously through the document, numbered for individual sections, or numbered for individual pages.
8. Click the Insert button. Word adds a footnote or endnote number or mark at the insertion point location and opens the Footnotes or Endnotes pane at the bottom of the Word program window (see Figure F-13).

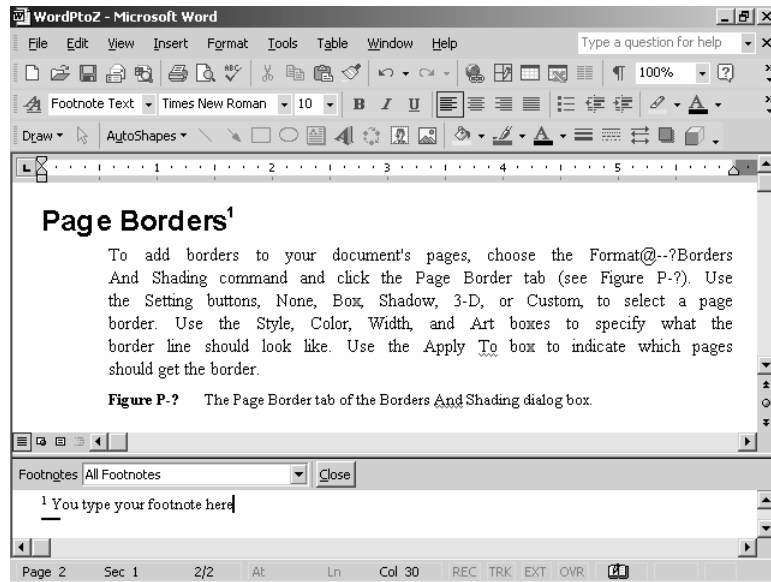


Figure F-13 The Footnote pane.

9. Type your footnote or endnote into the Footnote or Endnote pane.

Deleting a Footnote or Endnote

To delete a footnote or endnote, select the footnote's or endnote's number or marker and then delete it.

Editing a Footnote or Endnote

To edit a footnote or endnote, select the footnote's or endnote's text in the Footnotes or Endnotes pane. Then edit the text in the usual way.

NOTE *If the Footnotes or Endnotes pane isn't visible, choose the View→Footnotes or View→Endnotes command.*

Format Painter see **Copying Formatting**

Formatting Fonts see **Fonts**

Formatting Paragraphs see **Indenting Paragraphs**

Formatting Columns see **Columns**

Formatting Drop Caps see **Drop Cap**

Formatting Toolbar

The Formatting toolbar provides buttons and boxes for making almost two-dozen common formatting changes, as shown in the list that follows. Note, though, that not all of these tools will appear on your Formatting toolbar. If you're using a personalized toolbar, only the formatting toolbar buttons that you most frequently use will appear. If you're working with the default Formatting toolbar, only the first seventeen tools listed will appear.

- The Style box lets you pick a style for the selected a paragraph.
- The Font box lets you pick a font for the selected text.
- The Font Size box lets you a point size for the selected text.
- The Bold button adds and removes boldfacing from the selected text.
- The Italic button italicizes and un-italicizes the selected text.
- The Underline button adds and removes underlining from the selected text.
- The Align Left button aligns the selected text against the left page margin.
- The Center button horizontally centers the selected text on the page.
- The Align Right button aligns the selected text against the right page margin.
- The Justify button formats the selected text so that it aligns against both the left and right page margins.

- The Decrease Indent button un-indents the selected text.
- The Increase Indent button indents the selected text.
- The Outside Border button adds a border to the selected line or paragraph.
- The Highlight button highlights the selected text in color.
- The Font Color button colors the selected text.
- The Single Spacing button single spaces the selected lines of text.
- The 1.5 Spacing button tells Word to use one and one half lines of the document page for each line of text.
- The Double Spacing button double spaces the selected lines of text.
- The Superscript button changes the selected text to a superscript.
- The Subscript button changes the selected text to a subscript.
- The Language box lets you mark the selected text as a specific language so that the spelling dictionary and grammar checker for that language will be used to check the text.

TIP *To add a tool to the Formatting toolbar, click the down arrow at the right end of the toolbar. When Word displays a list of the additional toolbar boxes and buttons, click the tools you want.*

SEE ALSO *Personalized Menus and Toolbars*

Form Letters see Mail Merge

Formulas and Equations

You can enter formulas, or equations, into Word documents and then have Word calculate the formulas and display the results in the document.

Writing a Formula

To write a formula, choose the Table→Formula command. Word displays the Formula dialog box (see Figure F-14).

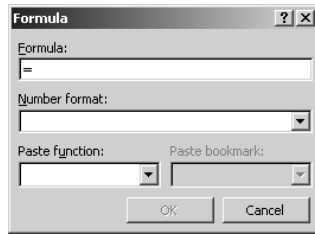


Figure F-14 The Formula dialog box.

Enter your formula into the formula text box. Formulas start with the = symbol. Use the + symbol for addition, the - symbol for subtraction, the * symbol for multiplication, the / symbol for division, and the ^ symbol for exponential operations, as shown in the table that follows:

FORMULA	RESULT
=10+2	12
=10-2	8
=10*2	20
=10/2	5
=10^2	100

Select the numeric format you want to use from the Number Format list box. Word formulas use standard rules of operator precedence so in any formula with multiple operators, exponential operations are performed first, then multiplication and division operations, finally addition and subtraction operations. To override these rules, use parenthesis marks, as shown in the table that follows:

FORMULA	RESULT
=2+2*2^2	10
=((2+2)*2)^2	64

Editing Formulas

To update a Word formula, right-click the formula result and choose the Toggle Field Codes command from the shortcuts menu. Word then displays the formula rather than the formula result. Edit your

formula in the same way you edit text. When you finish your editing, right-click the formula and choose the Toggle Field Codes command to display the formula result again. Then right-click the formula result and choose the Update Field command to recalculate the formula.

NOTE: *Word adds several bits of information to your formula. For example, Word encloses your formula in { and } braces and Word may also include formatting instructions. Don't remove or edit the extra information that Word includes with your formula. Word adds the braces, for example, to set off the formula field code from your document. And the information that follows the formula tells Word how to format your formula results.*

Bookmarks in Formulas

You can use bookmarks in your formulas as either operators or operands. For example, if Operator1 is a bookmark that refers to the value 2 and Operator2 is a bookmark that refers to the value 2, the formula Operator1+Operator2 produces the result, 4.

Field Names in Formulas

You can use field names in your formulas. For example, the field name PAGE refers to the current page number. You can use the formula =PAGE+2 to calculate the page two pages ahead of the current page. To see a list of the field names, choose the Insert→Field command and click the All entry in the Categories list box. The Field Names list box shows the complete list of fields.

Formulas and Tables

You can enter formulas into table cells and, in fact, when you do, you can refer to the contents of other table cells using their column and row coordinates (which is the same way you refer to cells in an Excel worksheet, as you may know). Columns are identified with letters from left to right, starting with the letter "a." Rows are identified with numbers from top to bottom starting with the number 1. In the same table that follows, the total formula is =b1+b2+b3 (see Figure F-15).

Travel	1000
Lodging	2000
Incidentals	3000
TOTAL	6000

Figure F-15 A table that uses a formula with cell references.

TIP *If your Word tables contain more than a formula or two, you'll find an Excel worksheet much easier to work with. For one thing, in a Word table laden with formulas, you'll need to manually update each of the formulas in a table by right-clicking the formula and then choosing the Update Field command from the shortcuts menu. You can easily use a portion of an Excel worksheet as a table in a Word document. Select the Excel worksheet range, choose the Edit→Copy command, open the Word document and place the insertion point where you want the table, and then choose the Edit→Paste command.*

Formula Functions

Word's formulas can include functions, which you can select from the Formula dialog box's Paste Function list box. Word functions, like Excel functions, work like pre-constructed formulas. With these pre-constructed formulas, you only need to supply the input values. The table that follows briefly describes and illustrates Word's functions:

FUNCTION	DESCRIPTION AND EXAMPLE
ABS	Returns the absolute value. For example, the formula =ABS(-123) returns 123.
AND	Performs a compound logic test where each part of the test must true in order for the compound test to be true. For example, the formula =AND(2=2,1+1=2) returns 1, the logical value for true, because 2 equals 2 and 1+1 equals 2.
AVERAGE	Calculates the mean of a set of numbers. For example, the formula =AVERAGE(2,4) returns 3.
COUNT	Counts the number of input values. For example, the formula =COUNT(1,2,3) returns 3.
DEFINED	Tests whether a formula can be calculated. DEFINED returns 1, the logical value for true, if a formula can be calculated and 0, the logical value for 0, if a formula can't be calculated. The formula =DEFINED(1/0), for example, returns 0 because division by zero is undefined.

FUNCTION	DESCRIPTION AND EXAMPLE
FALSE	Returns the logical value for false, which is 0.
IF	Performs a logical test, returning one specified value if the test is true and another specified value if the test is false. For example, the formula =IF(2+2=4,1,0) returns 1 and the formula =IF(2+2=5,1,0) returns 0.
INT	Calculates the integer portion of value. For example, the formula =INT(98.6) returns the value 98.
MAX	Finds the largest value in a set of inputs. For example, the formula =MAX(0,1,2,-3) returns 2.
MIN	Finds the smallest value in a set of inputs. For example, the formula =MAX(0,1,2,-3) returns -3.
MOD	Finds the modulus, or remainder, in a division operation. For example, the formula =MOD(5,2) returns the value 1 because 5 divided by 2 equals 2 with a remainder of 1.
NOT	Performs a compound logical test where each part of the test must be false in order for the compound test to be true. For example, the formula =NOT(1=2,1+1=3) returns 1, the logical value for true because 1 doesn't equal 2 and 1+1 doesn't equal 3.
OR	Performs a compound logical test where if either part of the test is true, then the function returns 1. For example, the formula =OR(1=2,2+2=4) returns a 1 because while 1=2 is false, 2+2=4 is true.
PRODUCT	Calculates the product of your input values by multiplying them by each other. For example, the formula =PRODUCT(2,3,4) returns the value 24.

FUNCTION	DESCRIPTION AND EXAMPLE
SIGN	Finds the sign of the input value, returning 1 if the value is positive and -1 if the value is negative. For example, the formula =SIGN(-40) returns -1.
SUM	Adds the input values together. For example, the formula =SUM(1,1) returns 2.
TRUE	Returns the logical value for true, which is 1.

Fractions

Word provides two different tools for entering fractions into your documents. If you're entering a fraction for one-fourth, one-half, or three-quarters, you can use a fraction symbol. If Word's AutoFormat As You Type feature is turned on, Word will automatically replace fractions you enter using numbers and the slash key with available fraction characters. You can also use the Insert→Symbol command to enter a fraction—simply choose the command and then double-click the fraction you want to use (Figure F-16).

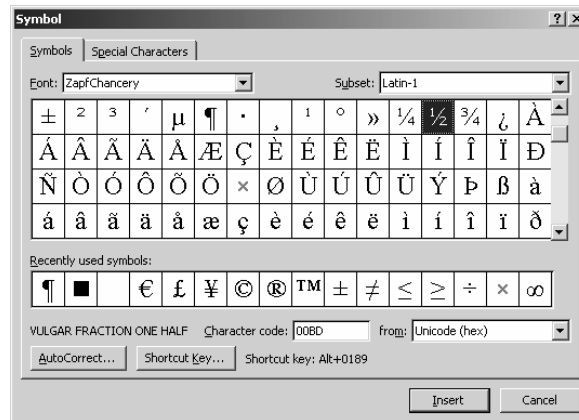


Figure F-16 The Symbol dialog box.

TIP To tell Word to automatically enter fraction characters, choose the Tools→AutoCorrect command, click the Auto Format As You Type tab, and check the Fractions With Fraction Character box.

For fractions that don't have a fraction character—this will be any fraction but one-half, one-quarter, and three-quarters—you can create your own fraction characters by using superscripting for the numerator and subscripting for the denominator. To turn the numerator into a superscript, select and then right click the numerator, choose the Font command and the Font tab, and check the Superscript box. To turn the denominator into a subscript, select and then right click the denominator, choose the Font command and the Font tab, and check the Subscript box.

SEE ALSO *Fonts, Symbols*

Frames

Word documents use two different types of frames: web page frames and text frames.

Using Web Page Frames

Web page frames break web pages into sections. To use web page frames, you indicate you want to use frames when you create the web page. For example, if you run Word's Web Page Wizard, one of the wizard's dialog boxes asks if you want horizontal frames, vertical frames or no frames (see Figure F-17).

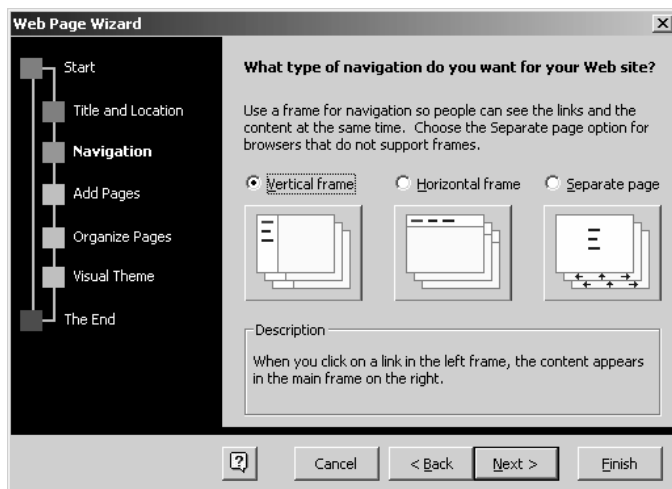


Figure F-17 The Web Page Wizard lets you create web page frames.

Using Text Frames

Text frames, an essential tool in previous versions, let you position text or graphics on a regular document page. In most cases now, text boxes, work just as well as a text frame. However, text boxes won't work when you want to include the following items in the text box: an endnote or footnote mark, a comment mark, certain field codes such as for numbering lists and paragraphs, and entries for creating tables of contents, indexes and authorities. In these special cases, you create a frame.

To create a text frame, first create a text box using the Drawing toolbar's Text Box command and then drag the text box off of the drawing canvas to the location you want. Then, right-click the text box, choose the Format→Text Box command, click the Text Box tab, and click the Convert To Frame command button.

SEE ALSO *Drawing*

Full Size

Choose the View→Full Screen command to display a Word program window that shows only your document and not the title bar, menu bar, toolbars or status bar (see Figure F-18).

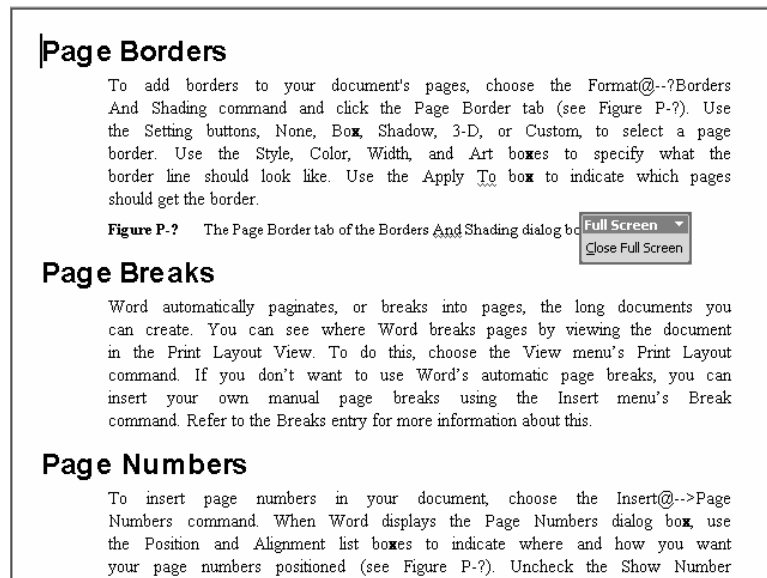


Figure F-18 The Full Screen view.

To choose commands, when you're working in Full Screen view, point to the top of the window and Word displays the menu bar.

To return to the Normal view, click the Close Full Screen button, which appears when you're working in Full Screen view. Or choose the View→Normal command.

Go To

The Edit→Go To command displays the Go To tab of the Find And Replace dialog box (see Figure G-1). You can use the Go To to move the insertion point to a new location in a document. To use the Go To tab, select the type of item you want to move to from the Go To What list box. Then identify the specific item—the page or line, the bookmark name, and so forth—using the tab's text box.

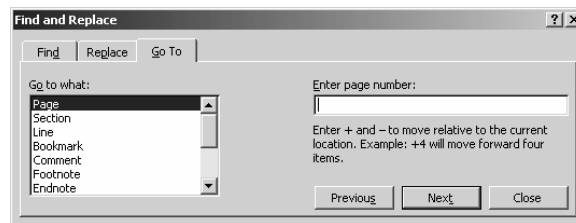


Figure G-1 The Go To tab of the Find And Replace dialog box.

Grammar

Word checks the grammar of your documents, underlining writing that violates standard rules of usage with a squiggly green line (see Figure G-2). To fix a grammar error, right-click the green line. Word displays a shortcut menu that either describes the grammar problem or suggests solutions. To make a suggested fix, select its menu command.

We plans to take a vacation.

Figure G-2 Text in a Word document that the grammar checker has reviewed.

You can also use the Spelling And Grammar dialog box to check grammar (see Figure G-3). To display the Spelling And Grammar dialog box, choose the Tools→Spelling And Grammar command.

Word identifies a misspelled word, typo, or grammar error in the first text box. In the second text box, Word suggests solutions. To make a suggested fix, double-click it. To ignore the error (probably because it's not an error), click the Ignore button. Then, click Next Sentence to continue to search through the document, reviewing possible spelling and grammar errors.

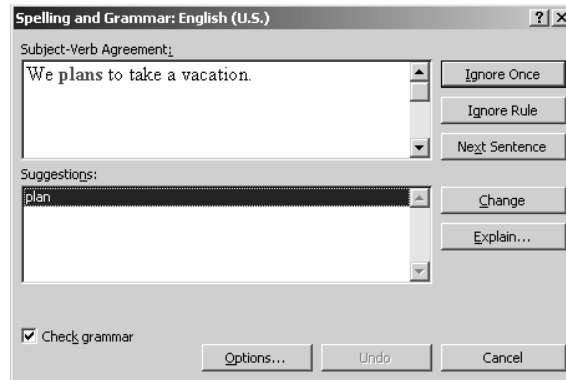


Figure G-3 The Spelling And Grammar dialog box.

TIP Click the Explain button to get an explanation of the grammar error and suggestions about the ways the error can be fixed.

The Options button on the Spelling And Grammar box displays the Spelling & Grammar dialog box, which you can use to change the way spell-checking, and grammar checking works. (You can also get to this tab of options by choosing the Tools→Options command and clicking the Spelling & Grammar tab.)

- Check the Check Grammar As You Type box to direct Word to check your grammar as you type and underline possible grammatical errors with the squiggly green line.
- Check the Hide Grammatical errors in this document to hide the squiggly green line from printed versions of the document.
- Uncheck the Check Grammar With Spelling box if you don't want to check grammar when you spell check a document.
- Check the Readability Statistics box to direct Word to calculate standard statistics about the passivity, clarity, and complexity of your writing.

- Use the Writing Style list box to select a writing style: casual, standard, formal and so on.
- To adjust the writing style's conventions, click the Settings command button and then use the Grammar Settings dialog box to tell Word which elements of grammar it should check.

SEE ALSO *Readability Statistics, Spelling*

Graph

Graph is a small program that comes with Microsoft Word. You use Graph to create charts for your Word documents.

SEE ALSO *Charts*

Graphic Objects see Pictures

Gutter Margin see Margin

Handwriting Recognition

To use the Handwriting recognition tool built into Office XP programs, follow these steps:

1. Display the Language toolbar by clicking on the EN indicator in the status area of the Windows and choosing the Show Language Bar command.
2. Optionally, open the Writing Pad by clicking the Writing Pad toolbar button. The Writing Pad window opens (see Figure H-1).

NOTE *To write directly into the active document window, choose the Write Anywhere command from the Handwriting menu.*



Figure H-1 The Writing Pad window.

3. Indicate whether you want your handwriting entered into the document as handwriting or as text. Click the Writing Pad's Ink button to enter your handwriting entered in handwriting. Click the Writing Pad's Text button to enter your handwriting as Text.
4. Place the insertion point at the location where you want your text inserted. Then, using your mouse or handwriting input device, neatly write or print text inside the Writing Pad window. Don't pause as you write. Do leave a space between words. As you write, Handwriting Recognition interprets your words, entering them at the insertion point. If you write something you want to erase, click the Writing Pad's Clear button.

TIP *The Writing Pad window includes buttons you can click to represent common keys such as the Backspace, Space, Enter and Tab keys. If you click the Expand button, the Writing Pad window expands to include buttons you can click to move the cursor one character up, down, right or left, to open the Drawing toolbar, and to display an onscreen keyboard you can use by clicking its buttons.*

5. To correct text you've entered with Handwriting Recognition, select the text and then either type the replacement text or handwrite the replacement text and click the Writing Pad's Correction button.

SEE ALSO *Drawing*

Hard Page Breaks see Breaks

Headers and Footers

To enter a header or footer into a document, choose the View→Header and Footer command and enter the header or footer information into the header or footer area (see Figure H-2).

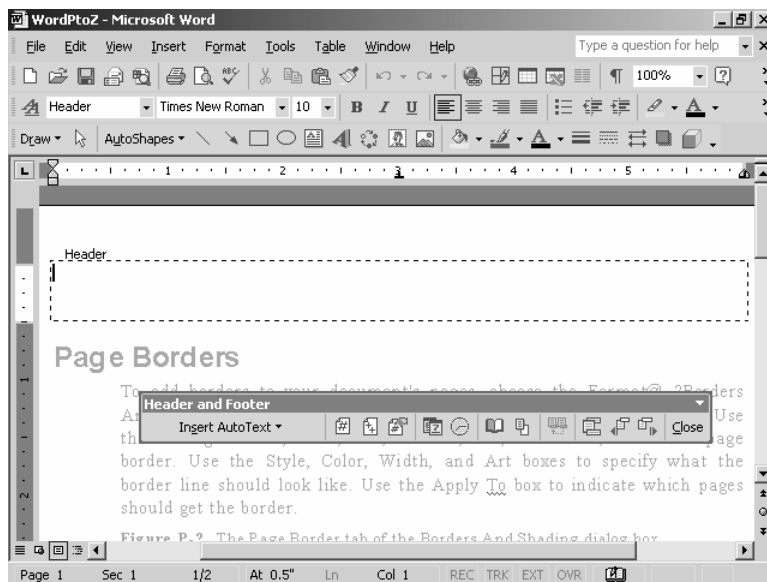


Figure H-2 A document showing its header area.

When you work with headers and footers, Word displays the Header And Footer toolbar (see Figure H-2). This toolbar provides buttons you can use to add information like page numbers, dates and times to your headers and footers:

- The Insert AutoText button lets you insert an AutoText entry into the header or footer.
- The Insert Page Number button inserts the page number.
- The Insert Number Of Pages button inserts the number of pages in the document (so you can construct headers or footers that report, for example, “page 4 of 37”).
- The Format Page Number button displays the Page Number Format dialog box which lets you pick a number style, add the chapter name (Word assumes you’re using the Heading 1 style for chapter names), and specify whether Word should restart page numbering with each new section.
- The Insert Date button inserts the current date.
- The Insert Time button inserts the current time.
- The Page Setup button displays the Page Setup dialog box so that you can specify how and where the header or footer should appear.

- The Show/Hide Document Text button is a toggle switch that alternately hides and redisplay the main text of the document you're adding headers and footers to.
- The Same As Previous button tells Word to make the current page's header or footer the same as the previous page's header or footer.
- The Switch Between Header And Footer button tells Word to move from the header area to the footer area or vice versa.
- The Show Previous button tells Word to show the previous section's header or footer.
- The Show Next button tells Word to show the next section's header or footer.
- The Close Header And Footer button closes the header and footer area and removes the Header And Footer toolbar.

SEE ALSO *AutoText, Headings, Section, Style*

Headings

Word includes heading styles—collections of character and paragraph formatting—useful for heading the sections of your document. If you want to add headings to your document, use Word's heading styles. By using the heading styles, you more easily take advantage of Word features like tables of contents, outlining, and chapter naming.

SEE ALSO *Styles*

Help see Office Assistant, Troubleshooting

Horizontal Page Orientation see Page Orientation

HTML

HTML is the file format used in Web pages. Word will open and save HTML documents, which means you can use Word to create Web pages. To create an HTML, or Web, page in Word, choose the File→Save As command. Use the Save In and Filename boxes to specify where the Web Page should be saved and what it should be named. Select the Web Page entry from the Save File As Type box. Click OK.

SEE ALSO *Hyperlinks, URLs, Web Folders, Web Page Wizard*

Hyperlinks

Hyperlinks are clickable pictures and words that you can use to open a network or Internet resource—such as a Web page. To use a hyperlink, you simply click it. Word then opens the network resource (this might be another Word document) or the Internet resource (probably a Web page).

Linking to an Existing File or Web Page

To create a hyperlink to another file or Web page, follow these steps:

1. Select the text or picture you want to turn into a hyperlink.
2. Choose the Insert→Hyperlink command. When Word displays the Insert Hyperlink dialog box, click the Link To An Existing File Or Web Page button (see Figure H-3).

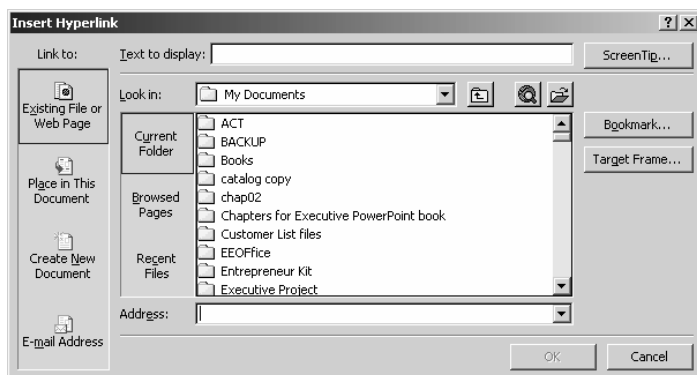


Figure H-3 The Insert Hyperlink dialog box with the Link To Existing File Or Web Page options displayed.

3. Enter the Internet URL or network pathname that the hyperlink should point to in the Address box.

TIP *If you don't know the URL or network pathname, you may be able to find the document or web page by clicking the Current Folder, Browsed Pages and Recent Files buttons and then choosing the document or web page from the list box. You can also use the Look In box and the Up One Folder button to display the contents of other folders on your local network and the Browse The Web button to open a web browser window you can use to find the page you want to link to.*

4. Use the Text To Display box to provide text the web browser should display in its status bar when someone points to the link.
5. Optionally, use the ScreenTip button to provide text the web browser will display in a pop-up box when someone points to the link.

Linking to a Place in the Open Document

To create a hyperlink to another location in the open document, follow these steps:

1. Select the text or picture you want to turn into a hyperlink.
2. Choose the Insert→Hyperlink command. When Word displays the Insert Hyperlink dialog box, click the Place In This Document button (see Figure H-4).

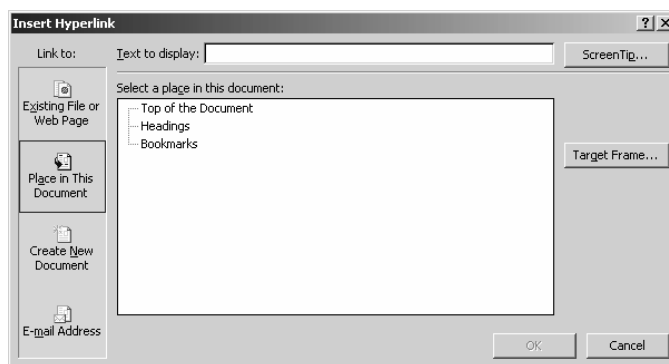


Figure H-4 The Insert Hyperlink dialog with the Place In This Document options displayed.

3. Use the Select A Place In This Document box to select whether you want to link to headings or bookmarks and, if so, which heading or bookmark you want.
4. Use the Text To Display box to provide text the web browser should display in its status bar when someone points to the link.
5. Optionally, use the ScreenTip button to provide text the web browser will display in a pop-up box when someone points to the link.

Linking to a New Document

To create a hyperlink to a new document, follow these steps:

1. Select the text or picture you want to turn into a hyperlink.

2. Choose the Insert→Hyperlink command. When Word displays the Insert Hyperlink dialog box, click the Create New Document button (see Figure H-5).

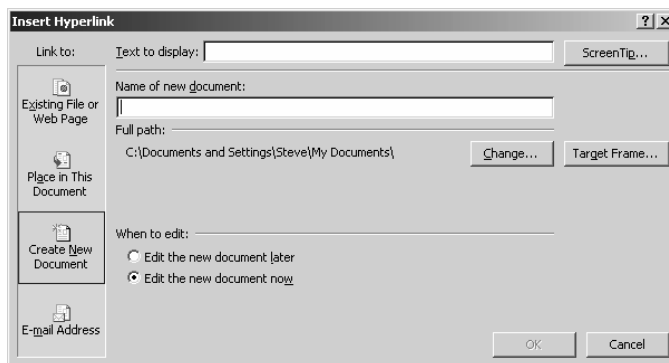


Figure H-5 The Insert Hyperlink dialog box with the Create New Document options displayed.

3. Enter the pathname of the new document in the Name Of New Document text box.
4. Use the Text To Display box to provide text the web browser should display in its status bar when someone points to the link.
5. Optionally, use the ScreenTip button to provide text the web browser will display in a pop-up box when someone points to the link.
6. To create the document now, click the Edit The New Document Now button. To postpone creating the document, click the Edit The New Document Later button.

Linking to an E-Mail Address

To create a hyperlink to an e-mail address, follow these steps:

1. Select the text or picture you want to turn into a hyperlink.
2. Choose the Insert→Hyperlink command. When Word displays the Insert Hyperlink dialog box, click the E-Mail Address button (see Figure H-6).

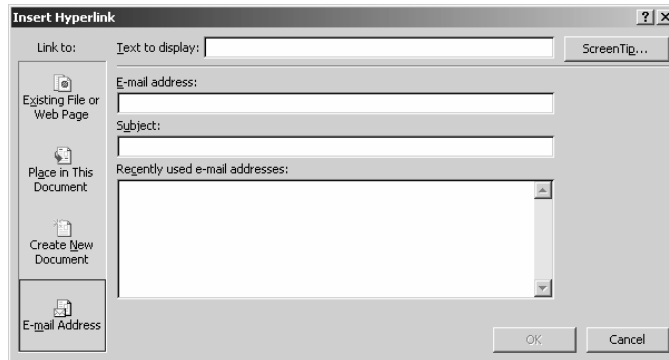


Figure H-6 The Insert Hyperlink dialog box with the E-Mail Address options displayed.

3. Enter the e-mail address in the E-Mail Address box. If you don't know the e-mail address, you may be able to select the address from the Recently Used E-Mail Addresses list box.
4. Optionally, enter a suggested message subject in the Subject box.
5. Use the Text To Display box to provide text the web browser should display in its status bar when someone points to the link.
6. Optionally, use the ScreenTip button to provide text the web browser will display in a pop-up box when someone points to the link.

Editing and Removing a Hyperlink

To change a hyperlink, right-click the hyperlink and choose the Edit Hyperlink command from the shortcut menu. Word displays a dialog box like the one you originally used to create the hyperlink. Use it to make your changes.

To remove a hyperlink, right-click the hyperlink and choose the Remove Hyperlink command from the shortcut menu.

SEE ALSO *HTML, Web Page Wizard*

Hyphenation

To hyphenate a document, choose the Tools→Language→Hyphenation command and check the Automatically Hyphenate Document box (see Figure H-7). If you want to hyphenate words that use all capital letters, check the Hyphenate words in caps.

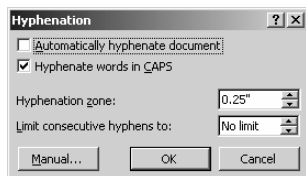


Figure H-7 The Hyphenation dialog box.

You can use the Hyphenation Zone box to specify how close to the right margin words can end without needing to be hyphenated. A large hyphenation zone, minimizes hyphenation but produces a ragged right margin. A small hyphenation zone results in a neater, right margin but produces more hyphenation.

To limit the number of hyphenated words stacked along the right margin, select the maximum number of hyphenated words you want from the Limit Consecutive Hyphens To box.

TIP *You can tell Word that it should not hyphenate some portion of your document as long as you do this before you run the automatic hyphenation. Here's how. Select the text you don't want to hyphenate. Then, choose the **Format**→**Paragraph** command, click the **Line and Page Breaks** tab, and then check the **Don't Hyphenate** box.*

NOTE *You can also manually hyphenate a document. To do so, select the text you want to hyphenate (or don't select any text if you want to manually hyphenate the entire document). Choose the **Tools**→**Language**→**Hyphenation** command. Then, click the **Manual** button. When Word finds a word it wants to hyphenate, click the **Yes** button to add a hyphen.*

Importing see Documents

Indenting Paragraphs

To indent the first line of the selected paragraph, choose the **Format**→**Paragraph** and click the **Indents And Spacing** tab. Use the Indentation boxes to specify how paragraphs should be indented: (see Figure I-1):

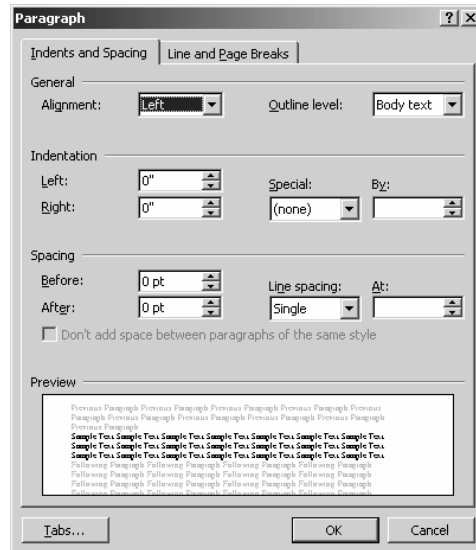


Figure I-1 The Indents And Spacing tab of the Paragraph dialog box.

- Use the Indentation Left box to specify how many inches from the left margin a paragraph's left edge should be indented.
- Use the Indentation Right box to specify how many inches from the right margin a paragraph's right edge should be indented.
- To indent the first line of a paragraph, select the First Line entry from the Indentation Special box and then specify by how many extra inches the first paragraph should be indented using the By box.
- To indent all but the first line of a paragraph, select the Hanging entry from the Indentation Special box and then specify the size of the hanging indent using the By box.

SEE ALSO *Line Spacing, Paragraphs*

Indexes

Word includes an indexing tool you can use to create an index of terms used in a document. This indexes, like most indexes, alphabetically lists the indexed terms and references the page numbers where indexed terms are used.

Marking Index Entries

To create an index, you first need to mark those terms that should be included in the index. To mark the selected term or phrase, choose the **Insert**→**Reference**→**Index** command, click the **Index** tab, and click the **Mark Entry** command button. When you do, Word displays the **Mark Index Entry** dialog box (see Figure I-2). The selected word or phrase appears in the **Main Entry** box.

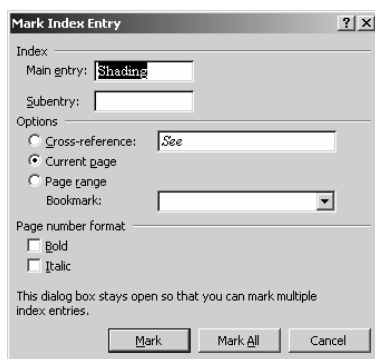


Figure I-2 The **Mark Index Entry** dialog box.

To describe how your selection should be indexed, use the **Mark Index Entry** dialog box's boxes and buttons:

- If the selected term should appear as a first-level, or main, entry in the index, make sure it shows up in the **Main Entry** box.
- If the selected term should appear underneath another first-level, or main, entry, enter that first-level term into the **Main Entry** box and enter the selected word or phrase into the **Subentry** box.
- To point to the document page on which the word or term is used, mark the **Current Page** button.
- To point to a range of pages (because index readers should really be pointed to a range of pages that discuss the index entry), mark the **Page Range** button. If you bookmark the range of pages, you can select the bookmarked page range from the **Bookmark** list box.
- To point to some other index entry, mark the **Cross-Reference** button and then enter the other word or phrase after the word "See" in the **Cross-Reference** box.

- To tell Word what format it should use for index entry page numbers, check or uncheck the Bold and Italic boxes.
- To add the entry to the index, click the Mark command button. Word leaves the Mark Index Entry dialog box open so you can continue to mark index entries. To add another entry to the index, select the term you want to add, then click the Mark command button again. Repeat these steps to identify the index entries.

Creating the Index

To create the index once you've marked the entries for the index, first position the insertion point at the location where the index should be placed. (Typically, this would be on the last page of the document.) Then, choose the Insert→Reference→Index And Tables command and click the Index tab (see Figure I-3). Use the Index tab to describe how Word should create the index:

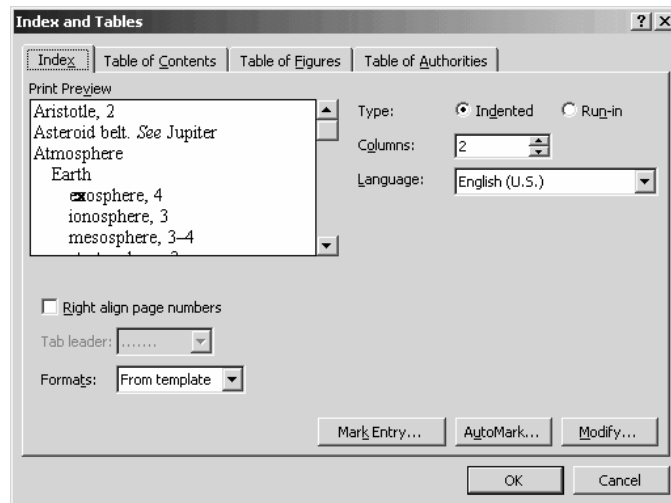


Figure I-3 The Index tab of the Index And Tables dialog box.

- Use the Type buttons, Indented and Run-In, to specify whether subentries should be indented under their main entries.
- Use the Columns box to specify how many columns index pages should use. (Typically, index pages use two columns.)
- Use the Language box to select the language you want to use for the index.

- Check the Right Align Page Numbers to right-justify the index entry page numbers and then, if you do right align page numbers, select a leader style to correct the entry and its page numbers from the Tab Leader box.

When you've described the index you want, click OK. Word creates the index using your entries and based on your formatting and creation specifications.

NOTE *The Modify command button displays a dialog box you can use to select a different style for your index.*

Insertion Point

The insertion point is the flashing vertical line that shows where what you type is placed in a document. You can move the insertion by clicking the mouse (the insertion point moves to where you click) or by using the arrow keys (the insertion point moves one character in the direction of the arrow).

Insert Key

The Insert key turns on and off Word's overtype feature. If overtype is turned on, what you type replaces the existing text in your document. If overtype is turned off, what you type is inserted in your document.

SEE ALSO *Editing Text, Insertion Point*

Italic Characters

You can italicize the selected text by clicking the Italic toolbar button or by pressing the Ctrl+I key combination. Press the Ctrl and I keys simultaneously.

You can un-italicize italic text in the same way. If you select italic text and then click the Italic toolbar button or press Ctrl+I, Word removes the italics.

NOTE *You can also use the Format menu's Font command to italicize and un-italicize text.*

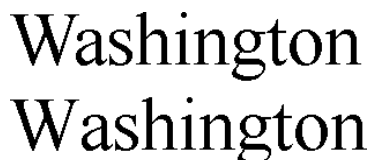
SEE ALSO *Fonts*

Justification

To justify the selected text so that both the left edge and the right edge of the paragraph rest flush against the margin, select the text and click the Justify toolbar button.

Kerning

Kerning refers to spacing characters so that they look better on a line. Take a look at the two words should in Figure K-1, for example. The first line's word, Washington, uses kerning between the "W" and the "a". The second line doesn't.



Washington
Washington

Figure K-1 Two words, the first with kerning and the second without.

To kern characters in Word, you use the use the Format→Font command.

SEE ALSO *Character Spacing, Fonts*

Landscape Orientation see Page Orientation

Letter Wizard

Some of the templates that come with Word are more than just templates. They're really wizards that walk you through the steps for creating a new document. The Letter Wizard, as you can guess from its name, is one of these wizards. To use the Letter Wizard, follow these steps:

1. Choose the File→New command.
2. Click the General Templates hyperlink in the task pane.
3. Click the Letters & Memos tab of the New dialog box.
4. Double-click the Letter Wizard icon to start the wizard. To finish your letter, follow the wizard's instructions and suggestions.

SEE ALSO *Documents*

Line Spacing

To specify how lines in the selected paragraphs should be spaced, choose the **Format**→**Paragraph** command and click the **Indents And Spacing** tab. Use the **Spacing** boxes to specify how lines should be spaced:

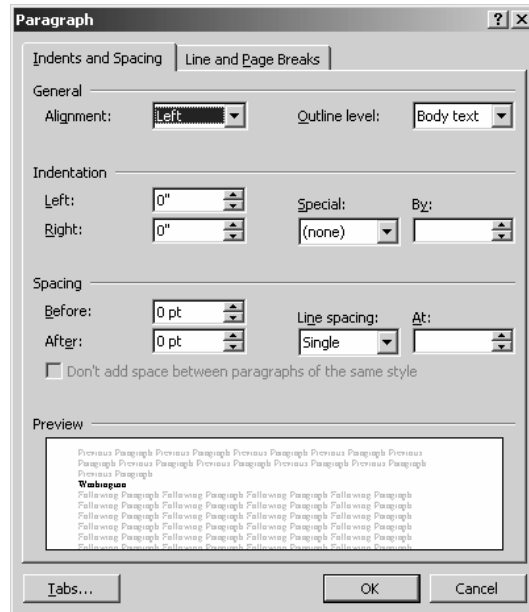


Figure L-1 The Indents And Spacing tab of the Paragraph dialog box.

- Use the **Spacing Before** box to specify how much spacing should come before a paragraph.
- Use the **Spacing After** box to specify how much spacing should come after a paragraph.
- Use the **Line Spacing** box to specify that you want single spacing, double-spacing of lines, and so on. You can also specify line spacing in points by selecting the **Exactly** entry from the **Line Spacing** box and then entering the spacing in points in the **At** box.

SEE ALSO *Indenting Paragraphs, Paragraphs, Point*

Linking Objects see Embedding Objects

Lists see Bulleted Lists, Numbered Lists

**Lost Documents see Finding Documents,
Program Errors**

Macros

Macros are sequences of keystrokes or commands. You use Macros within Word to automate repetitive actions.

Creating a Macro

To create a macro, follow these steps:

1. Choose the Tools→Macro→Record New Macro command. Word displays the Record Macro dialog box (see Figure M-1).

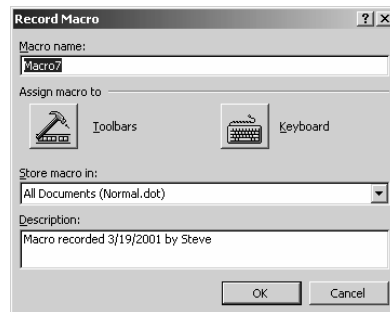


Figure M-1 The Record Macro dialog box.

2. Enter a name for the macro into the Macro Name box. You can use up to 80 characters but no spaces or symbols in for the name.
3. Specify how you'll run the macro using either the Toolbars button or the Keyboard button:
 - Click the Toolbars button to create a toolbar button for the macro. When Word displays the Toolbar's tab of the Customize dialog box, click the Commands tab and the Macros entry in the Categories list. Then, drag the new macro—Word will show it in the Commands list—to the toolbar.

- Click the Keyboard button to create a keyboard shortcut for the macro. When Word displays the Customize Keyboard dialog box, click the Press New Shortcut Key, press the key combination you want to use to run the macro, and then click Assign.
4. Type the keystrokes and choose the commands that you want your macro to type and choose.
 5. Choose the Tools→Macros→Stop Recording command.

Running a Macro

You can run your macros in three ways:

- You can click the macro's toolbar button.
- You can press the macro's key combination.
- You can choose the Tools→Macro→Macros command to display the Macros dialog box and then double-click the macro you want to run (see Figure M-2).

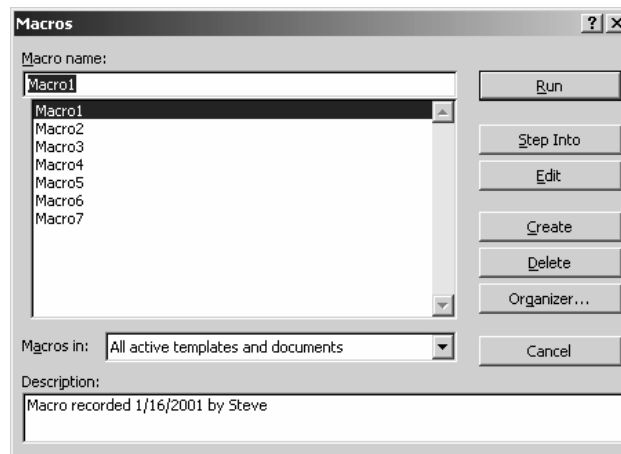


Figure M-2 The Macros dialog box.

NOTE *Editing and debugging Word macros, which are written in the Visual Basic for Applications programming language, is beyond the scope of this book. If you're interested in Visual Basic programming and you haven't programmed before, you'll find it useful to have a book that describes and discusses Visual Basic.*

Macro Security

To adjust Word's macro security, choose the File→Save As command, click the Tools button, and then choose the Security Options command. When Word displays the Security dialog box, click the Macro Security button. Word displays the Security dialog box (see Figure M-3). Use the Security Level tab's buttons to tell Word which macros it can safely run. Use the Trusted Sources tab to list the macro authors you've said you trust or to remove a macro author from a trusted source.



Figure M-3 The Security Level tab of the Security dialog box.

SEE ALSO *Password Protecting a Document*, *Privacy Options*

Magnification see Zoom

Mailing Lists see Mail Merge

Mail Merge

Word's mail merge tool lets you send the same letter to a list of names and addresses, e-mail to a list of e-mail addresses, and print envelopes and mailing labels.

Setting Up a Mail Merge Operation

To tell Word you want to perform a mail merge operation by choosing the Tools→Letters And Mailings→Mail Merge command. When Word displays the Mail Merge task pane, click the buttons that corresponds to the type of document you want—Letters, E-Mail Addresses, Envelopes, Labels, or Directory—and then click the Next Starting Document hyperlink (see Figure M-4).

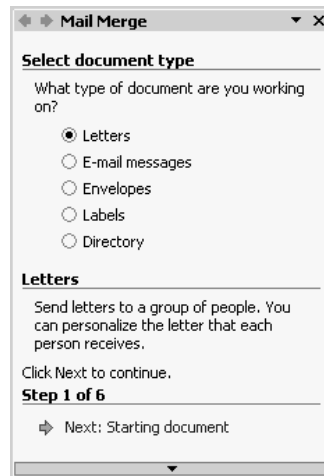


Figure M-4 The Mail Merge task pane.

Word next asks whether you want to create a new document or work on the active document. Make your choice by clicking the appropriate button. Then click the Select Recipients hyperlink to begin building the mailing list.

Building Your Mailing List

When Word asks whether you want to use an existing list, your Outlook contacts, or create a new list, indicate your choice by marking one of the Select Recipient buttons (see Figure M-5).

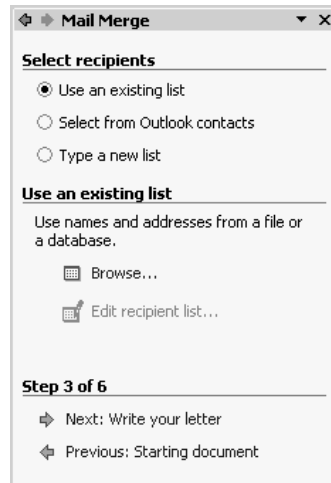


Figure M-5 The Mail Merge task pane you use to select your mailing list recipients.

When you choose your recipients list, Word prompts you for more information. If you indicate you want to create a new recipients list, Word adds a Create hyperlink to the Mail Merge task pane. You would click the Create hyperlink and then use the New Address List dialog box to build your list of names and addresses (see Figure M-6). To build your mailing list, enter each name and address into the New Address List dialog box's boxes and click New Entry. Repeat this step as necessary. Then, click OK. Word displays the Save Address List dialog box so that you can save your mailing list information.

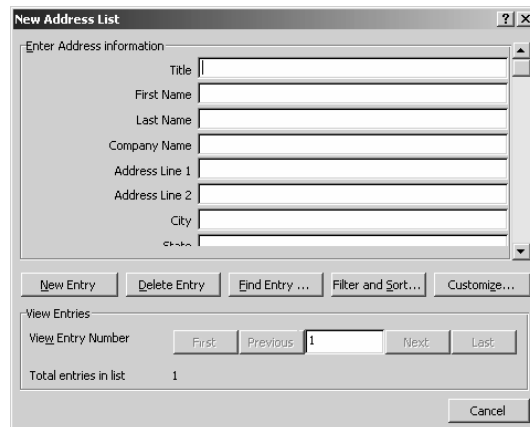


Figure M-6 The New Address List dialog box.

Working from an Existing Mailing List

If your data source already exists, you don't need to create a new one. Instead of selecting the Type A New List option, you can select the Use An Existing List option, click the Browse hyperlink and then identify mailing list using the Select Data Source dialog box. You can also select the Select From Outlook Contacts if you use Outlook and want to mail your letter to people in your contacts folder.

Filtering Your Mailing List

After you build your list or indicate you want to work from an existing list, Word displays the Mail Merge Recipients dialog box to show your names and addresses (see Figure M-7). You use this dialog box to select the names and addresses you want to use in your mail merge. You can uncheck the box next to names and addresses that you don't want to use. You can also use the Column Heading boxes to sort and filter your list.

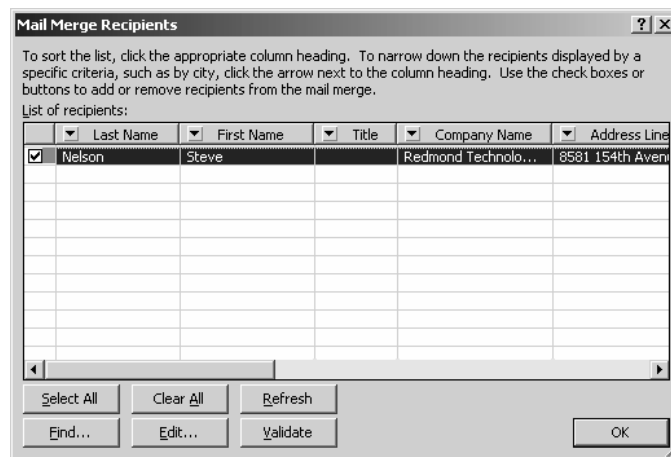


Figure M-7 The Mail Merge Recipients dialog box.

Creating the Mailing Document

To create the document you'll mail once you've built your recipients list or identified the existing recipients lists, click the Next Write Your Letter hyperlink. Word displays the Write Your Letter part of the Mail Merge task pane (see Figure M-8).



Figure M-8 The Write Your Letter part of the Mail Merge task pane.

Click the Address Block hyperlink. Word displays the Insert Address Block dialog box, which you use to specify how the name and address information should look (see Figure M-9).

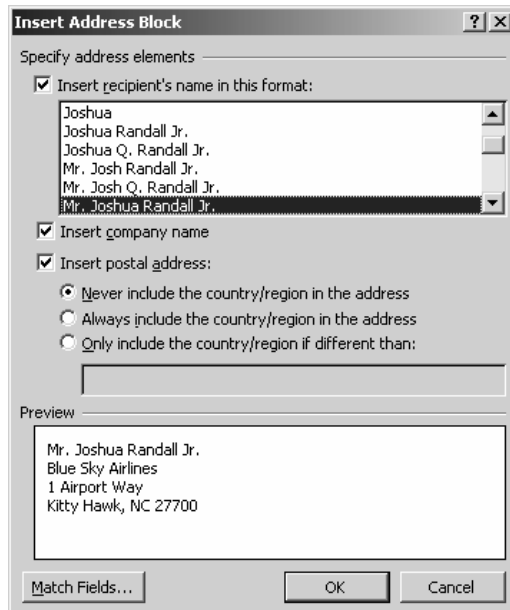


Figure M-9 The Insert Address Block dialog box.

In a similar fashion, click the Greeting Line, Electronic Postage, Postal Bar Code and More Items hyperlinks to display other dialog boxes you will use to specify how other parts of the mailing should look. Add the rest of your letter text. When you finish, click the Preview Your Letters hyperlink. Word creates a draft example of the letter. Word also adds buttons to the task bar that you can use to scroll through the letter and to exclude recipients. Review the letter. After your review, click the Complete Merge hyperlink. Word creates the letters. To print them, click the Print hyperlink. To individual edits to the letters, click the Edit Individual Letters hyperlink.

Margin

To set the page margins for your document, choose the File→Page Setup command and click the Margins tab (see Figure M-10). Use the Margin boxes, Top, Left, Bottom and Right to specify how large a margin should appear around the document's text. To add an extra gutter margin to the left or top margin (in order to provide room for binding the document), use the Gutter and Gutter Position boxes.

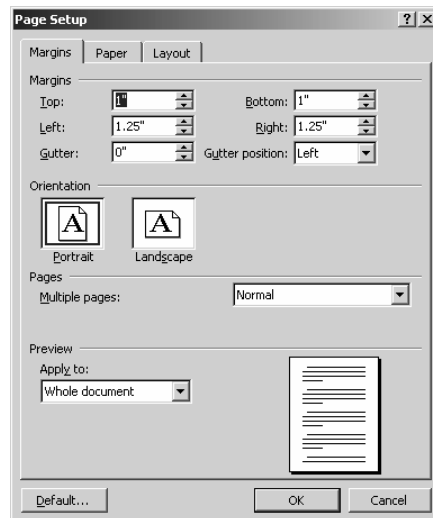


Figure M-10 The Page Setup dialog box.

NOTE Use the Multiple Pages list box if you'll print more than one page of your document on a piece of paper or if you'll use more than one piece of paper for each page of your document.

TIP *Use the Apply To list box to specify whether you want your margin settings to apply to the entire document or just from the current page forward.*

Master Document

A master document combines other documents, called subdocuments. A subdocument is a document that's listed in a master document. Master documents and subdocuments sometimes make it easier to work with very large documents. For example, different authors might work on different subdocuments.

SEE ALSO *Outlining*

Microsoft Office User Specialist

Microsoft Corporation certifies Word users who can pass a test as Microsoft Office User Specialists, and in the parlance of Microsoft, these people then become "MOUS certified." You don't learn anything new by becoming a MOUS certificate holder, but if you're in a career or an organization where certification delivers benefits, know that these tests are relatively straightforward to prepare for and pass.

Your first step is to learn what material you need to know to pass the test you want to take. You can get a summary of the word material tested from Microsoft's Web site at www.microsoft.com. Just visit the web site and search on the term:

Microsoft Office User Specialist (MOUS) Word 2002 Exam Objectives.

Once you know what you need to know in order to pass the test, practice every task or skill a few times. You don't need a special study test or a class. This book should tell you everything you need to know to pass the test.

Once you've prepared, take the test at a local testing center. You can learn about any local testing centers from the local telephone directory or from the Microsoft Web site.

TIP *Perhaps the most important skill for passing a MOUS test is knowing how to use the Office Assistant. You can't rely on this tool to answer every question the test asks—there isn't time—but as long as you're comfortable using the Office Assistant, you should have time to ask it the question or two you can't answer on your own.*

MOUS see Microsoft Office User Specialist

Moving Tables

To move the selected table, click the Cut toolbar button, position the insert point at the location where the table should be moved, and click the Paste toolbar button.

SEE ALSO *Tables*

Moving Objects

To move an object, such as a picture, click the object to select it. Click the Cut toolbar button. Position the insert point at the location where the object should be moved. Click the Paste toolbar button.

Moving Text

Word provides several ways to move text:

- **Drag-and-drop.** Select text you want to move by dragging the mouse. Then drag the selected text to a new location.
- **Edit→Cut and Edit→Paste commands.** Select the text, choose the Edit→Cut command, position the insertion point at the new location, and choose the Edit→Paste command.
- **Cut and Paste toolbar buttons.** Select the text, click the Cut button, position the insertion point at the new location, and choose the Paste toolbar button.
- **Office Clipboard task pane.** Select the text, click the Cut button or choose the Edit→Cut command, position the insertion point at the new location, and click the text you want to copy in the Clipboard task pane. (If the Office Clipboard doesn't show, choose the Edit→Office Clipboard command.)

NOTE *You aren't limited to moving text just within a document or program. You can move text between Word documents. And you can move text between different programs' documents—such as from your e-mail program to Word. The only trick is that after you cut the text, you need to open the document into which you want to paste the text.*

SEE ALSO *Clipboard, Copying Text*

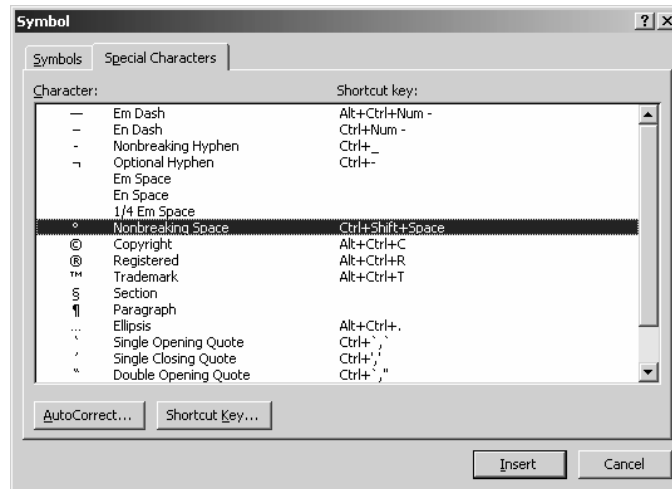


Figure N-2 The Special Characters tab of the Symbol dialog box.

SEE ALSO *Nonbreaking Hyphen, Special Characters*

Normal View see Views

Numbered Lists

You can turn the selected paragraphs into a numbered list by clicking the Numbering toolbar button. You can also turn the selected paragraphs into a numbered list by choosing the Format menu's Bullets and Numbering command, clicking the Numbered tab, and clicking the box that shows the numbering you want (see Figure N-3).

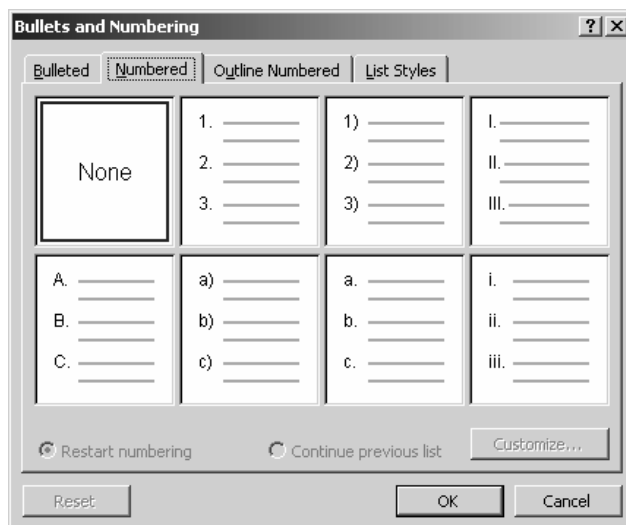


Figure N-3 The Numbered tab of the Bullets and Numbering dialog box.

If you're creating multiple numbered lists, you may need to use the Restart Numbering or Continue Previous List buttons to get Word to number the paragraphs correctly. Word guesses at how it should number paragraphs, but when you're working with long lists, Word's guesses are less likely to be correct.

To exercise more control over the numbering, click the Customize button on the Numbered tab. Word displays the Customize Numbered List dialog box (see Figure N-4). Use the Number Format and Font button to specify how the numbers in the list should appear. Use the Number Style box to select the type of numbers you want: Arabic, Roman, and so on. Use the Start At box to set the first paragraph's number. Use the Number Position, Aligned At, Tab Space After, and Indent At boxes to specify how numbers should be positioned.

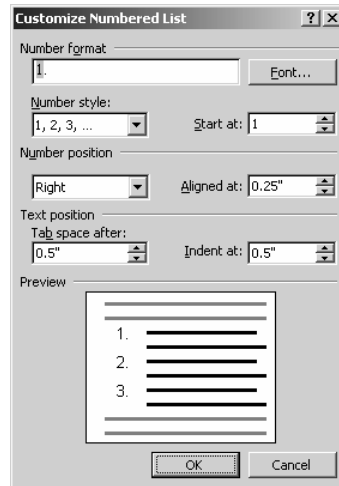


Figure N-4 The Customize Numbered List dialog box.

NOTE *If you customize numbering in some way you later realize doesn't make sense, you can use the Reset button, which appears on the Numbered tab, to remove your customization.*

Numbering Lines

To number the lines in a document, choose the **File**→**Page Setup** command, click the **Layout** tab, and then click the **Line Numbers** button. When Word displays the Line Numbers dialog box, check the **Add Line Numbering** box (see Figure N-5). Use the **Start At**, **From Text**, and **Count By** boxes to specify how and where Word should number lines. Use the **Numbering** buttons to specify whether Word should restart line numbering on each page or in each new section.

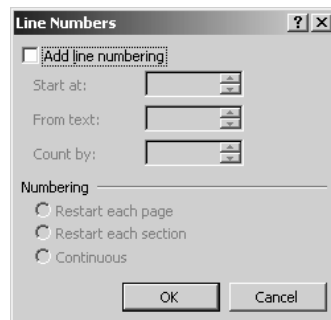


Figure N-5 The Line Numbers dialog box.

SEE ALSO *Section*

Number Pages see Page Numbers

Office Assistant

In Office programs, the Office Assistant supplies help (see Figure O-1). To use the Office Assistant, click the Office Assistant. (If the Office Assistant isn't already displayed, choose the Help→Show Office Assistant command.) Then type your question into the box provided and click.

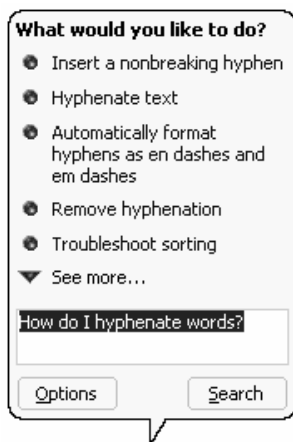


Figure O-1 The Office Assistant.

Click the help topic you want to see. The Office Assistant opens the Word help file (see Figure O-2).

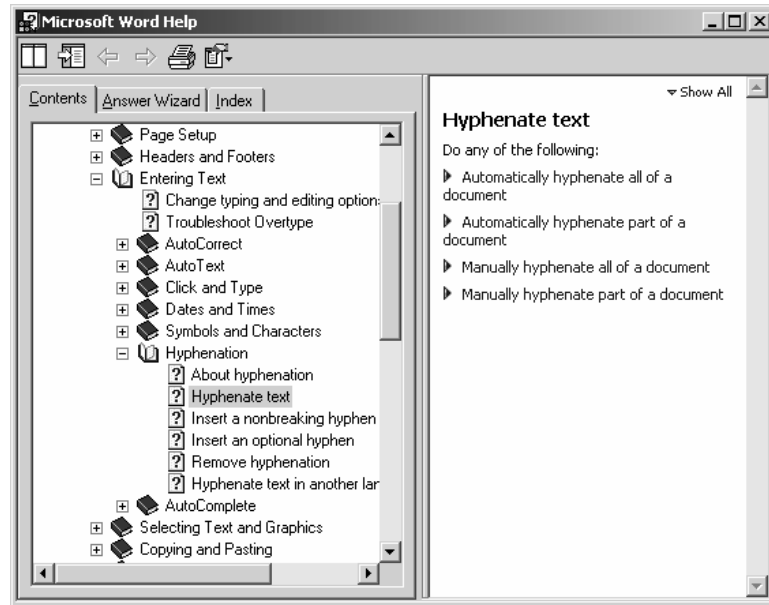


Figure O-2 The Help window.

TIP You can also ask the Office Assistant a question by typing the question directly into the Ask A Question box.

SEE ALSO *Troubleshooting*

OLE

OLE is the name of the Windows technology that lets you copy and paste objects between documents. It is OLE, for example, that lets you copy an Excel chart and then paste that chart into a Word document. You don't have to know anything special in order to use OLE. And that's part of the attractiveness of the technology. If you can copy, cut and paste, you can use OLE.

SEE ALSO *Copying Objects, Embedding Objects, Moving Objects*

Overtyping see **Insert Key**

Outline View see **Views**

Outlining

Word's Outlining toolbar let's you create and work with outlines. To use this toolbar, choose the View→Outline View command. Word adds the Outlining toolbar to the window (see Figure O-3).

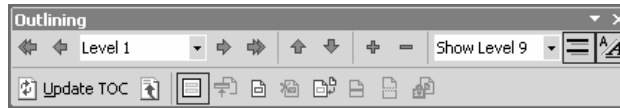


Figure O-3 The Outlining toolbar.

How Word Outlines

Word uses different heading styles to represent the different levels of your outline. The highest outline level, for example, uses the Heading 1 style. The next highest level outline level uses the Heading 2 style, and so on. Word provides up to nine heading styles, which means you can create documents that use up to nine outline levels.

Using the Outlining Toolbar

The Outlining toolbar provides the following buttons and boxes:

- The Promote To Heading 1 button moves the selected text to the highest level of the outline.
- The Promote button moves the selected text to the next higher level of the outline.
- The Outline Level box lets you select which levels of the outline you want to view.
- The Demote button moves the selected text to the next, lower level of the outline.
- The Demote To Body Text button moves the selected text out of the outline to body text that will appear under the outline.
- The Move Up button moves the selected heading toward the beginning of the document.
- The Move Down button moves the selected heading toward the end of the document.
- The Expand button expands the selected portion of the outline.

- The Collapse button collapses the selected portion of the outline.
- The Show Level box lets you select which levels of the outline you want to see.
- The Show First Line Only button is a toggle switch that tells Word whether or not to display only the first line of body text.
- The Show Formatting button is a toggle switch that tells Word whether or not to display formatting.
- The Update TOC button updates the table of contents for changes to your outline.
- The Go To TOC button displays the table of contents.
- The Master Document View button turns on and off the display of the master document view and the Outlining toolbar buttons useful for working with subdocuments.
- The Expand/Collapse Subdocuments button collapses or expands the master document view so it shows or doesn't show subdocuments.
- The Create Subdocument button adds a subdocument to the master document.
- The Remove Subdocument button removes the selected subdocument from the master document.
- The Insert Subdocument button inserts another, existing document into the master document as a subdocument.
- The Merge Subdocument button combines the selected subdocuments into a single subdocument.
- The Split Subdocument button splits the selected subdocument at the insertion point location.
- The Lock Document locks a master document so it can't be changed.

SEE ALSO *Master Documents*

Page Borders

To add borders to your document's pages, choose the **Format**→**Borders And Shading** command and click the **Page Border** tab (see Figure P-1). Use the **Setting** buttons—**None**, **Box**, **Shadow**, **3-D**, or **Custom**—to select a page border. Use the **Style**, **Color**, **Width**, and **Art** boxes to specify what the border line should look like. Use the **Apply To** box to indicate which pages should get the border.

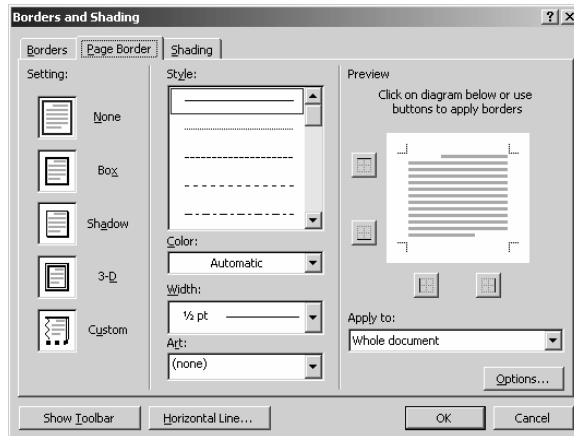


Figure P-1 The Page Border tab of the Borders And Shading dialog box.

Page Breaks

Word automatically paginates, or breaks into pages, the long documents you can create. You can see where Word breaks pages by viewing the document in the **Print Layout View**. To do this, choose the **View**→**Print Layout** command. If you don't want to use Word's automatic page breaks, you can insert your own manual page breaks using the **Insert**→**Break** command.

SEE ALSO *Breaks*

Page Numbers

To insert page numbers in your document, choose the **Insert**→**Page Numbers** command. When Word displays the **Page Numbers** dialog box, use the **Position** and **Alignment** list boxes to indicate where and how you want your page numbers positioned (see Figure P-2). Uncheck the **Show Number On First Page** box if you don't want the

first page to be numbered. Click the Format button to display the Page Number Format dialog box, which you can use to specify what your page numbers should look like.

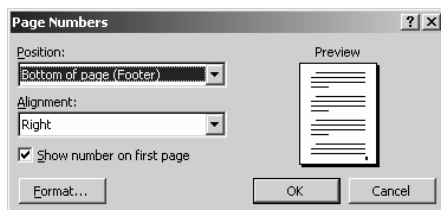


Figure P-2 The Page Numbers dialog box.

SEE ALSO *Headers and Footers*

Page Orientation

Word will print your pages in either a portrait orientation or a landscape orientation. To change the current orientation of the open document, choose the **File**→**Page Setup** command, click the Margins tab, and then click either the Portrait or Landscape buttons (see Figure P-3).

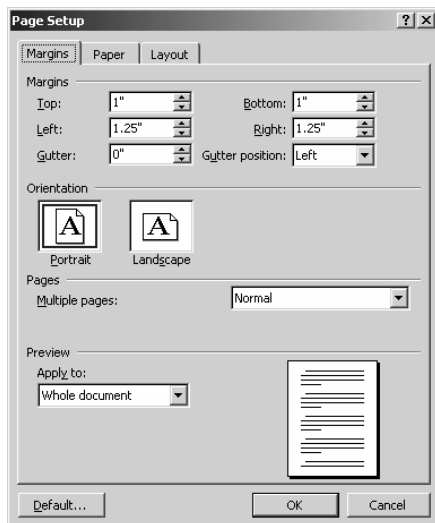


Figure P-3 The Margins tab of the Page Setup dialog box.

NOTE *The Margins tab's Apply To lets you indicate whether the entire document should be printed in using the specified page orientation or just from the current page forward.*

Pagination

Word automatically paginates, or page breaks, your documents. If you want to choose your own page breaks, however, you can. Simply insert manual page breaks.

SEE ALSO *Breaks*

Paragraphs

In Word a paragraph is any block of text that ends with end-of-paragraph marker. You enter the end-of-paragraph marker in a document by pressing the Enter key. Therefore, anytime you type something (or use speech recognition to enter text) and then press the Enter key, you create a paragraph.

Understanding what paragraphs are is important. In Word, formatting such as alignment, indentation, and line spacing and, for the most part, the Word styles tool apply to paragraphs—not to characters.

SEE ALSO *Alignment, Indenting Paragraphs, Line Spacing, Styles*

Password Protecting a Document

To add password protection to a document, choose the File→Save As command, click the Tools button, and then choose the Security Options command. Word displays the Security dialog box, which you use to add and remove passwords (see Figure P-4).

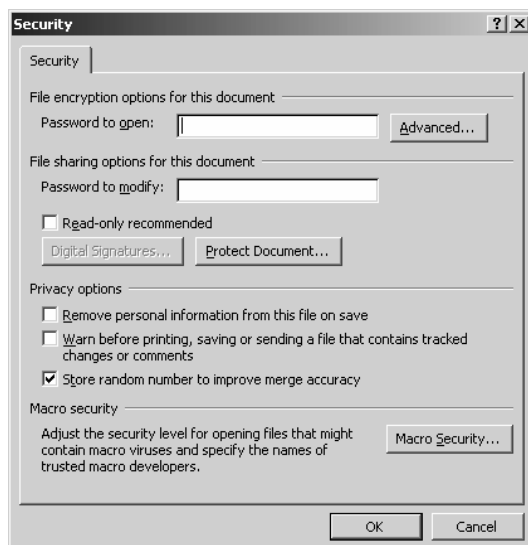


Figure P-4 The Security dialog box.

To add a password which Word should require before it opens the document, enter the password into the Password To Open box. To add a password which Word should require before it saves the document using the same name and location, enter the password into the Password To Modify box. Your passwords may use any combination of letters, symbols and numbers, up to 15 characters. Note that capitalization counts.

To remove a password from a previously protected document, delete the contents of the Password To Open and Password To Modify boxes.

NOTE Click the *Advanced* button to display a list of encryption methods Word can use to protect your document. While Word's normal encryption is adequate in most settings, extremely sensitive data may warrant a more secure encryption.

SEE ALSO *Macro Security, Privacy Options*

Pasting

When you copy or move some item, your last step is to paste the item from the clipboard. You typically paste using the Paste toolbar button, the Edit→Paste command, the Office Clipboard, or indirectly by dragging the mouse.

SEE ALSO *Clipboard, Copying Text, Moving Text, Paste Options button*

Paste Options button

When you paste a text selection in Word, Word displays a Paste Options button in your document. You can click this button to display a list of options Word will use for adjusting the pasted selection:

- The Keep Source Formatting option tells Word to use the same formatting for the pasted text as the cut or copied text used.
- The Match Destination Formatting option tells Word to format the pasted text so it matches the text in the area where it's pasted.
- The Keep Text Only option tells Word not to format the pasted text.
- The Apply Style Or Formatting option opens the task pane and displays a list of styles you can use to format the pasted text.

SEE ALSO *Clipboard, Copying Text*

Pathname

A pathname describes a file's location on your computer or network. Typically, a pathname includes three pieces, the disk or network drive letter, folder and subfolder information, and the file name and extension. For example, in the pathname shown below:

f:\atoz\word\wordatoz.doc

The first portion of this pathname, *f:*, identifies the drive on which the folders and their files are stored. The second part of the pathname, *\atoz\word*, names the folder and subfolder where the file is stored. The *atoz* part of the pathname identifies the folder, and the *word* part of the pathname identifies the subfolder. The *wordatoz.doc* identifies the exact file by giving its filename and the file extension.

NOTE *The backslashes separate the drive letter, folder and subfolder names, and the document name.*

SEE ALSO *File Extensions, Filenames*

Personalized Menus and Toolbars

By default, Word personalizes your menus and toolbars. Menu commands and toolbar buttons you're likely to use or that you've recently used appear. Menu commands and toolbar buttons that you're not likely to use or haven't used in a long time don't appear.

To change the way the Word's personalized menus and toolbars work, choose the Tools→Customize command and click Options tab (see Figure P-5). Then, use the Options tab to change the way the Word's personalized menus and toolbars work.

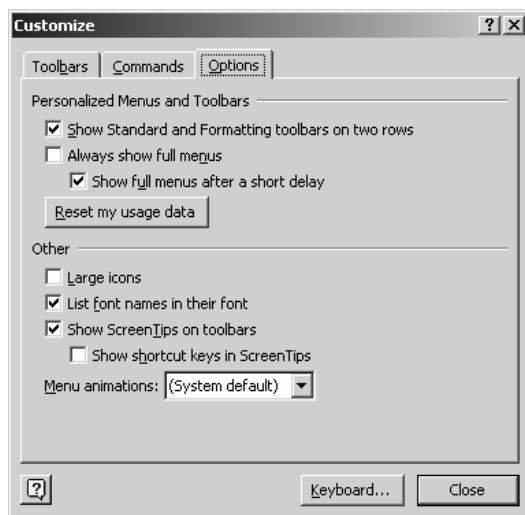


Figure P-5 The Options tab of the Customize dialog box.

- Check the Show Standard And Formatting Toolbars On Two Rows box to tell Word to use two separate toolbars for the Standard and Formatting toolbars rather than one personalized toolbar of just your most recently used tools.
- Check the Always Show Full Menus box to tell Word to display full menus rather than personalized menus.
- Check the Show Full Menu After A Short Delay check box if you're using personalized menus but want the full menu to appear if you hold the menu open for a few seconds.

- Click the Reset My Usage Data button to tell Word to start over in its analysis of which commands you've recently or are frequently using. This analysis is what Word uses to determine which commands and toolbar buttons go onto your personalized menus and toolbars.

SEE ALSO *Toolbars*

Pictures

You can add pictures to your Word documents by choosing the Insert→Picture→From File command. When Word displays the Insert Picture dialog box, use the Look In box to select the folder containing the picture files and then double-click the picture image you want to insert.

NOTE *You can copy and move pictures in the same way that you copy and move other objects in a document. You resize a picture object by clicking the picture to select it and then dragging the selection handles. To delete a picture, click it and press Delete.*

SEE ALSO *Clip Art*

Point

You specify font size in points because points are the standard unit of measurement in typography. Seventy-two points equal one inch (see Figure P-6). Twelve points equals one pica.



Figure P-6: An “A” in 72-point type.

SEE ALSO *Fonts*

Portrait Orientation see **Page Orientation**

Previewing Documents see **Document**

Printer Setup

Normally, you set up and configure your printer using the Printers tool, available on the Windows Control Panel. You can also, however, configure your printer from within Word. To do so, choose the **File→Print** command and click the **Properties** command button. Word will open the printer's Properties dialog box (see Figure P-7). You can use its tabs to make changes to things such as the type of paper the printer uses, the quality at which the printer prints, and the page orientation.

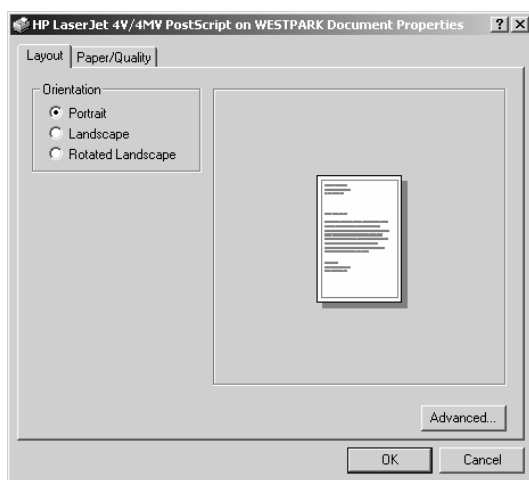


Figure P-7 An example printer properties dialog box.

NOTE *Different printer's properties dialog boxes look different.*

TIP *For information on working with your printer's properties dialog box, refer to the printer's documentation.*

Printing Documents see Documents

Printing Envelopes see Envelopes

Print Layout View see Views

Print Queue

Windows shows a print queue, or line, of the documents waiting to print on a printer if you click the Start button, point to the Settings command, click the Printers command, and then double-click the printer (see Figure P-8).

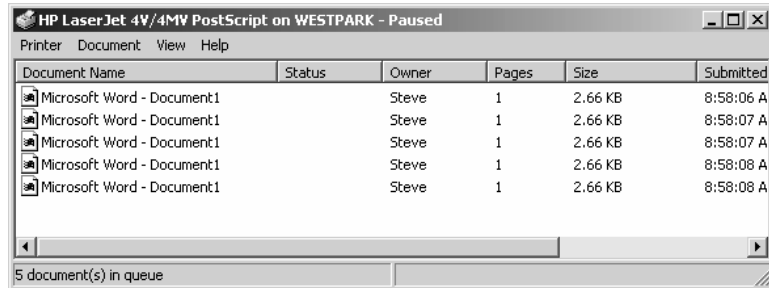


Figure P-8 A printer window.

Depending on your system privileges, you may be able to delete documents from the printer queue or to move documents backwards or forwards in the queue. To delete a document, right-click the document and choose Cancel from the shortcut menu. To move a document forwards or backwards in the queue, right-click the document, choose Properties from the shortcut menu and adjust the priority slider button.

SEE ALSO *Documents, Printer Setup*

Privacy Options

You can limit the amount of secondary information stored with a document by adjusting Word's privacy options. To adjust Word's privacy options, choose the File→Save As command, click the Tools button, and then choose the Security Options command. Word displays the Security dialog box. Check the Remove Personal Information From This File On Save to erase personal information (like your name) from the document before it's saved. Check the Warn Before Printing, Saving Or Sending A File That Contains Tracked Changes Or Comments box to tell Word it should alert you whenever you're about to print, save or send a file with tracked changes or comments. Uncheck the Store Random Number To Improve Merge Accuracy if you won't merge and combine documents.

NOTE *Word uses this random number to more precisely merge documents but the random number also shows documents are related, which may be a security risk.*

SEE ALSO *Macro Security, Password Protecting a Document*

Program Errors

Word program errors will occur. When this happens, either Word will stop responding, or hang, or Word will abort and stop. And when any of these things happens, you may lose some of your recent work.

Restarting Word

If Word aborts, you can restart the program in the same way that you start Word. For example, click the Start button, point to Programs, and then click on the Microsoft Word item.

When the Word program stops responding, you may be able to recover the application. To do this, click the Start button, point to Programs, Microsoft Office Tools, and then click the Microsoft Office Application Recovery item. When Windows displays the list of Office programs, select the Word program and click either the Recover Application or Restart Application button.

NOTE *If you just want to close the unresponsive program, and lose recent changes to the files, click the Start button, point to Programs, Microsoft Office Tools, and click the Microsoft Office Application Recovery item, and then click End Application.*

Recovering Documents

When Word restarts or recovers after failing or stalling, you need to review the documents listed in the Document Recovery pane. These are the documents that were open when the Word program error occurred. You'll want to review the recovered documents to find which are worth salvaging, and then save those.

NOTE *In the Document Recovery Pane, a file labeled as "recovered" includes more recent changes than the file labeled as "original."*

To open a recovered document, point to the document in the Document Recovery pane, click the arrow button next to the document, and click Open.

To save a document, point to the document, click the arrow button next to the document, and click Save As.

SEE ALSO *Documents*

Readability

To tell the grammar checker to calculate readability statistics, choose the Tools→Options command, click the Spelling & Grammar tab, and check the Show Readability Statistics box.

Once you've turned on the readability statistics, Word displays the Readability Statistics dialog box whenever it finishes checking the grammar of a document (see Figure R-1).

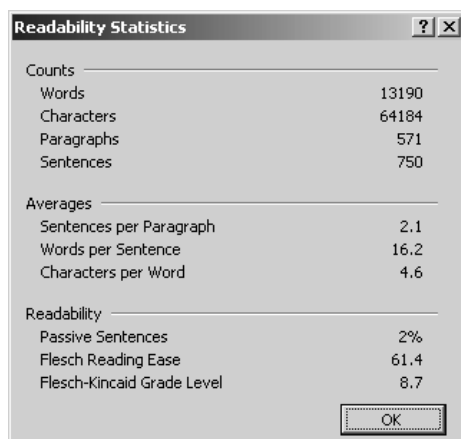


Figure R-1 The Readability Statistics dialog box.

The Counts and Averages areas of the Readability dialog box are self-explanatory, of course. This area gives you the number of words, sentences, and paragraphs in your document.

The Readability area provides three, extremely useful tools for analyzing your writing:

- The Passive Sentences percentage shows what percent of your writing uses the passive voice (“sales are increasing”) rather than the active voice (“sales increase”). Almost always, the lower the passive sentences percentage the better. Good writing uses very few passive sentences.

- The Flesch Reading Ease value shows what percent of the general population can read your writing. All other things being equal, of course, a higher Flesch Reading Ease score is better. But too high a score may also suggest writing that is too simplistic. (The sentence, “See Spot run,” for example, gets a score of 100.)
- The Flesch-Kincaid Grade Level shows the grade level required to understand the writing. Most professional writers and most publishers, we suspect, want grade level scores in middle school, junior, or early high school.

NOTE *If you subscribe to an online newspaper and you want to check the readability statistics of professional writing, try copying the text from an online article into a Word document and then run the grammar checker. The results may surprise you. A recent Wall Street Journal feature about the publisher of this book, Redmond Technology Press, showed 1% passive sentences, a 53.6 reading ease score, and a 10th grade reading level.*

SEE ALSO *Grammar Checking*

Recycle Bin

When you delete a Word document stored on one of your computer's local fixed disk drives, Windows doesn't immediately erase the document from the disk. Instead, Windows moves the document to the Recycle Bin folder. Eventually, Windows removes the “deleted” document from the Recycle Bin (to make room for other, newly “deleted” documents) but until that time you can recover the Word document by opening the Recycle Bin folder, selecting the document, and choosing the File→Restore command.

SEE ALSO *Documents*

Redo see Undoing Mistakes

Replacing Formatting

To search for and replace formatting with a document, choose the Edit→Replace command. When Word displays the Find And Replace dialog box, click the More button, if displayed, so that Word displays the full set of searching buttons and boxes (see Figure R-2).

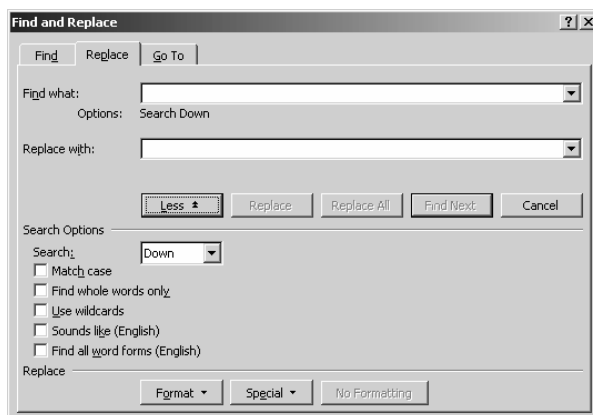


Figure R-2 The Replace tab of the Find And Replace dialog box.

Click the Find What box and then click the Format button to display a menu of formatting commands. Select the formatting command that corresponds to the type of formatting you're looking for. For example, if you're looking for a particular font, select the Font command. Word next displays the same formatting dialog box which closely resembles the dialog box you would see if you choose the corresponding Format menu command (see Figure R-3). Use the Find formatting dialog box to describe the formatting you're searching for and click OK. Word returns you to the Find And Replace dialog box.

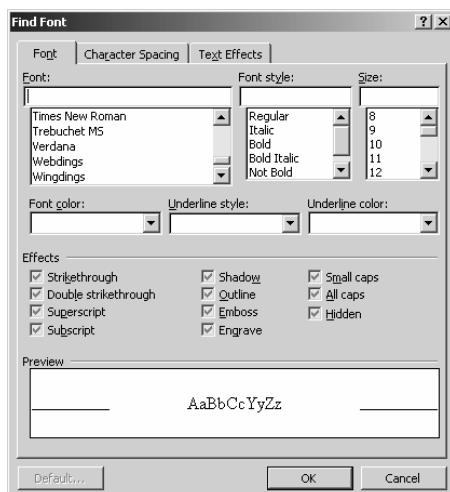


Figure R-3 The Find Font dialog box that appears if you've said you want to search for a font.

Next, click the Replace With box and then click the Format button again. Select the formatting command that corresponds to the type of formatting you're looking for. Use the Replace formatting dialog box that Word displays to describe the replacement formatting you want to use.

To search for and replace the formatting, click the Replace or Replace All command button.

SEE ALSO *Replacing Text*

Replacing Text

To replace text within a document, choose the Edit→Replace command. When Word displays the Find And Replace dialog box, enter the text you want to search for into the Find What box and the replacement text in the Replace With box (see Figure R-4). Click the Find Next button to start Word searching the document. If Word finds the text, it highlights the text and makes your document window the active document window while leaving the Find And Replace dialog box open but inactive. To replace the found text, click the Replace button. To continue searching, click the Find Next button again. To replace the found text and all other occurrences of the searched-for text, click the Replace All button.

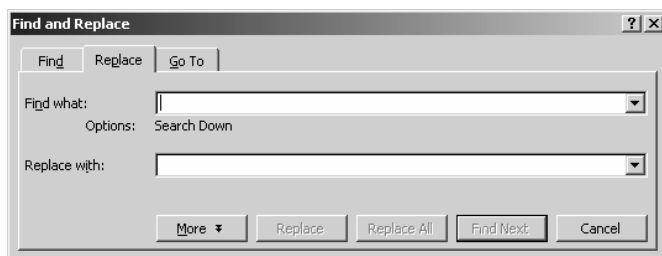


Figure R-4 The Replace tab of the Find And Replace dialog box.

To search and replace using more sophisticated search criteria, click the More button. Word displays an expanded version of the Find And Replace dialog box (see Figure R-5). Use its boxes to fine-tune your search criteria:

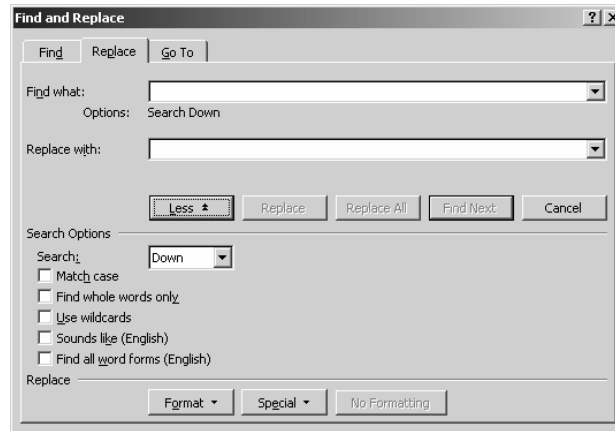


Figure R-5 The expanded Replace tab of the Find And Replace dialog box.

- Use the Search list box to specify in which direction Word should search.
- Use the Match Case checkbox to indicate whether the case of your search text needs to match exactly the case of the document text.
- Use the Find Whole Words Only checkbox to indicate whether Word should only find whole word occurrences of the search text. For example, if you check this box and use “war” as your search text, Word will not find text such as “hardware,” “warrant,” and “thwart.”
- Check the Use Wildcards box to use the ? and * wildcard characters in your search.
- Check the Sounds Like box to find homonyms of the search text. For example, if you check this box and use “loan” as your search text, Word will find “loan” and also “lone.”
- Check the Find All Word Forms box to find different forms of the same word. For example, if you check this box and use “keep” as your search text, Word will find “keep” and “keeping” and also “kept.”

SEE ALSO *Replacing Formatting*

Resizing Objects see Sizing Objects

Resizing Text see Fonts

Resizing Windows see Sizing Windows

Revisions

Word tracks revisions to a document if you turn on change tracking by choosing the Tools→Track Changes command. (The Track Changes command is a toggle switch. To turn off change tracking, choose the command again.) Once change tracking is turned on, Word adds the Reviewing toolbar to the Word program window and edits to a document show in a different color (see Figure R-6).

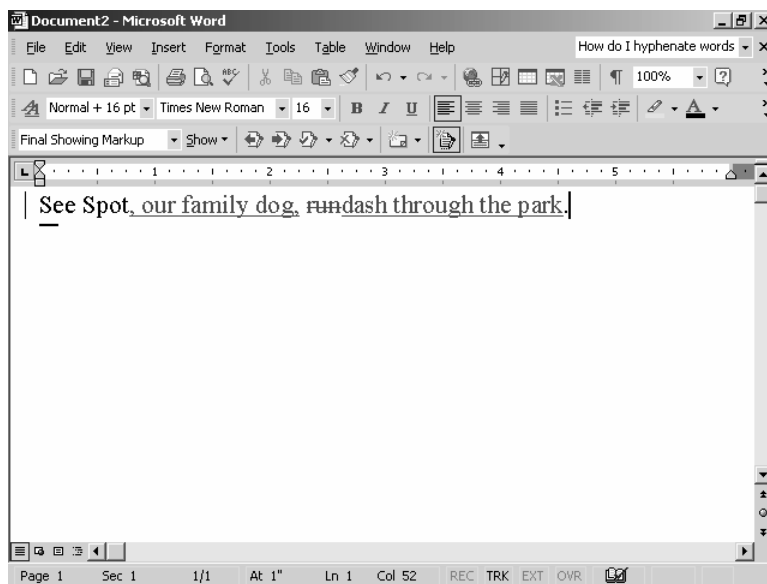


Figure R-6 How revisions look in a document.

You use change tracking to make it easy to review and then accept or reject revisions. To do this, you use the following Reviewing Toolbar tools:

- Use the Display for Review box to specify whether you want to see the original document without change, the revised document with changes, or the final document.
- Click the Show button to display a menu of commands that let you choose what changes and comments show.
- To move from one change to the next, click the Previous and Next buttons.
- To accept an edit, click the Accept Change button.
- If you click the Accept Change arrow button, Word displays a menu of commands you can use to accept the selected change, the shown changes, or all the changes in the document.
- To reject an edit, click the Reject Change/Delete Comment button.
- If you click the Reject Change/Delete Comment button, Word displays a menu of commands you can use to reject or delete the selected change or command, to reject the shown changes, to reject all the changes in the document to delete the shown comments, and to delete all the comments in the document.
- Click the Track Changes button to turn change tracking on and off.
- Click the Reviewing Pane button to open and close a pane that shows changes and comments.

SEE ALSO *Comments*

Rotating Objects

You can rotate, or spin, many of the objects you place in a Word document. To do so, click the object to select. Then, drag the green selection handle (see Figure R-7).

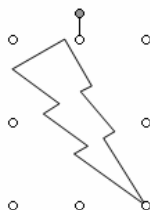


Figure R-7 A selected drawing object.

SEE ALSO *ClipArt, Drawing, WordArt*

Ruler

The Ruler lets you set alignment, indentation, and tabs for the selected paragraphs (see Figure R-8):

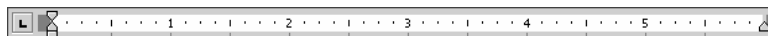


Figure R-8 The Word Ruler.

- To set a tab, click on the Ruler at the tab stop. Word adds a tab stop mark on the ruler at the place where you set the tab.
- To specify where the selected text should align on the left, drag the Left Indent button. (This square button appears near the left end of the Ruler.)
- To specify where the selected text should align on the right, drag the Right Indent button. (This pentagon-shaped button appears near the right end of the Ruler.)
- To specify that the selected text should use a hanging indent, drag the Hanging Indent button. (This pentagon-shaped button appears near the left end of the Ruler.)
- To specify that the selected text should use a first-line indent, drag the First Line Indent button. (This pentagon-shaped button also appears near the left end of the Ruler.)

NOTE You can change what type of tab stop Word sets by clicking the *Tab* button, which is at the left end of the Ruler. Repeatedly clicking the *Tab* button cycles through the four tab choices: *Left Tabs* (where text left aligns against the tab stop), *Right Tabs* (where text right aligns against the tab stop), *Center Tabs* (where text is centered over the tab stop), and *Decimal tabs* (used for numeric values so values will stack up with their decimal points all in the same position).

SEE ALSO *Alignment, Indenting Paragraphs*

Saving Documents see Documents

Scrolling

You have several methods for scrolling through the Word document shown in the document window:

- You can use the document window's scroll bar. This scroll bar works like other scroll bars in Windows. You can click the arrows at either end of the scroll bar to scroll in the direction of the arrow. You can drag the scrollbar marker in the direction you want to scroll. You can also click above or below the scroll bar mark to move the marker in the direction you click.
- You can use the up and down arrow keys to move one line in the direction of arrow and the Page Up and Page Down keys to move one page up or down.
- You can use the Edit→Go To command to jump to another page, section, line, and so on, in the document.

SEE ALSO *Go To*

Sections

Word lets you break a document into sections and then numbers those sections to identify them. As with page numbers, Word identifies the section number in the status bar in the bottom left corner of the Word application window (see Figure S-1).

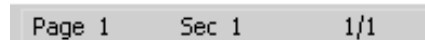


Figure S-1 A chunk of the status bar.

To create a section, first position the insertion point at the place where you want the new section to begin. Next, choose the Insert→Break command so Word displays the Break dialog box. Choose the Section Break button that corresponds to whether and how Word should break to a new page for the new section (see Figure S-2).

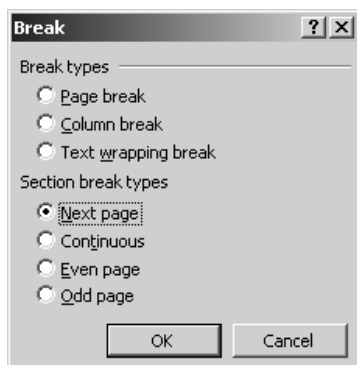


Figure S-2 The Break dialog box.

NOTE *The Break dialog box also lets you create manual page breaks, column breaks, and text wrapping breaks.*

SEE ALSO *Breaks*

Selecting Objects

Typically, you can select any object by clicking the object with the mouse. Note, though, that another program (Excel chart, say) or an applet (of WordArt, for example) created the object, you may need to double-click the object in order to simultaneously open and select the object for editing.

Selecting Text

You can select text in a variety of ways:

- To select individual characters or strings of text, click the first character you want to select and then drag the mouse to the last character you want to select. Alternatively, use the arrow keys to move the insertion point to just in front of the first character you want to select, hold down the Shift key, and then press the arrow keys or the Page Up and Page Down keys.
- To select a word, double-click it.
- To select a sentence, hold down the Ctrl key and click the sentence.
- To select multiple lines of text, click the selection bar (the area along the left edge of the document window) and drag the mouse.

- To select a paragraph, triple-click the paragraph or double-click the selection bar.
- To select the entire document, press Ctrl+A or hold down the Ctrl key and click in the selection bar.

Shading

To add background shading to the selected text or table, choose the Format→Borders And Shading command, click the Shading tab, and then pick a shading color by clicking one of the Fill area's boxes (see Figure S-3).

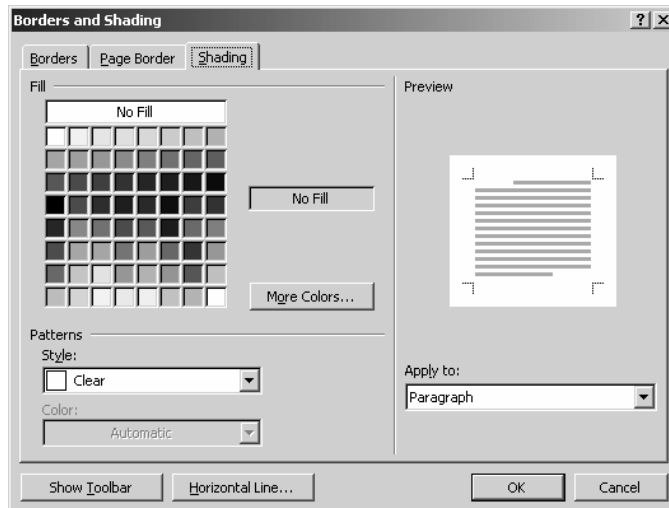


Figure S-3 The Shading tab of the Borders And Shading dialog box.

NOTE *The Pattern's Style and Color boxes let you add and color a background pattern for the shadow.*

Shadows

To add shadows to the selected text, choose the Format→Font command, click the Font tab, and check the Shadow box.

SEE ALSO *Fonts*

Shortcut Menus

Recent Microsoft programs, including Microsoft Word, make use of shortcut menus. A shortcut menu lists all of the common commands for working on a particular object or item. To display a shortcut menu, right-click the object or item.

Sizing Objects

Usually, you can size an object, such as a picture, a piece of WordArt, or a drawing object, by clicking the object to select it and then dragging the selection handles.

SEE ALSO *Clip Art, Pictures, WordArt*

Sizing Text see Fonts

Sizing Windows

You can size and resize the Word program window by clicking the Minimize, Maximize, and Restore buttons. These buttons appear in the upper left corner of the Word program window.

SEE ALSO *Active Document Window, Application Window, Control Menu*

Smart Tags

Word can recognize some of the information in your document—typically data such as people's names and phone numbers. When Word does recognize something, it marks the information with a smart tag, which appears as purple underline. If you point to the smart tag, Word displays the Smart Tag Actions button which you can click to display a menu of commands you can choose to use the data in some way. A person's name that Word smart tags, for example, could be added to names and address list maintained in Microsoft Outlook. Smart tags are useful, then, because they let you do things in Word that normally you would have to open another program to do.

To turn on the smart tags feature, choose the Tools→AutoCorrect Options command, click the Smart Tags tab, and check the Label Text With Smart Tags box (see Figure S-4).

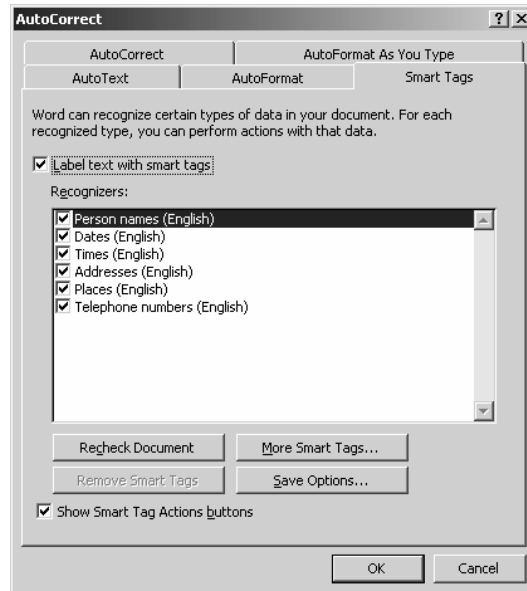


Figure S-4 The Smart Tags tab of the AutoCorrect Options dialog box.

Sorting Paragraphs

To alphabetically sort the selected paragraphs, choose the Table→Sort command. When Word displays the Sort Text dialog box, use the Sort By boxes and the Ascending and Descending buttons to specify how Word should sort the paragraphs (see Figure S-5).

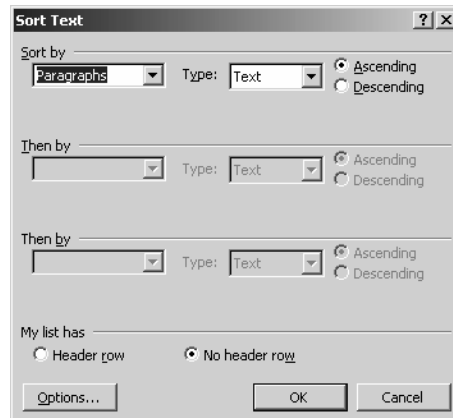


Figure S-5 The Sort Text dialog box.

TIP *Remember that in a bulleted list, each item in the list is a paragraph. This means that you can use the Table→Sort command to sort bulleted list items.*

Sorting Table Rows see Tables

Spacing Characters see Character Spacing

Spacing Lines see Line Spacing

Special Characters

To insert special characters into documents—these would be characters that aren't available on the keyboard like the copyright character or the nonbreaking space—choose the Insert→Symbol command and click the Special Characters tab (see Figure S-6). To insert one of the characters listed, double-click it and then click the Close button. Or, alternatively, click the character and then click the Insert button.

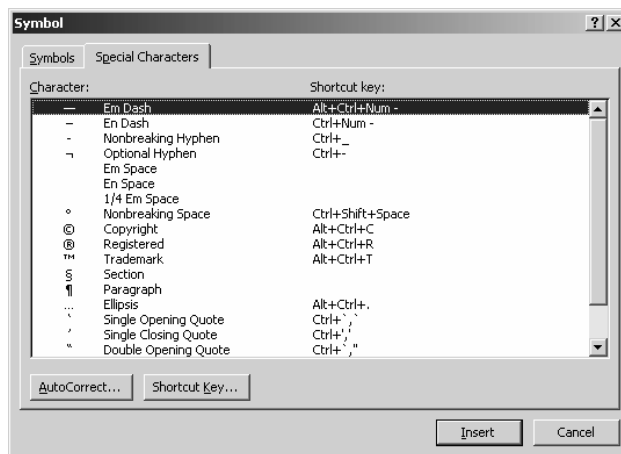


Figure S-6 The Special Characters tab of the Symbol dialog box.

SEE ALSO *Nonbreaking Spaces, Symbols*

Speech Recognition

Word 2002 includes speech recognition. This new tool requires some setup time and a bit of getting used to, but for many people, the effort pays off. Speech recognition, can be a huge timesaver.

TIP *Speech Recognition requires a good quality headset microphone, at least a 400MHz computer and at least 128MB of memory.*

Setting Up Speech Recognition

To set up Speech Recognition, you need to configure your microphone and then train Speech Recognition to recognize your particular voice.

To configure the microphone, click the Start button, choose the Settings→Control Panel command, double-click the Speech tool and click the configure Microphone button. Windows displays the Microsoft Wizard dialog box (see Figure S-7).



Figure S-7 The Microsoft Wizard dialog box.

Put the headset on and position the microphone so that it's about an inch from your mouth. Then, click Next. Windows will instruct you to read some text to adjust the microphone volume and then, when that's done, Windows instructs you to read a simple sentence, "This papaya tastes perfect." Windows then plays a recording of you saying "This papaya tastes perfect." If the recording sounds okay, you're done and click Finish. If the recording sounds funny, move the microphone away from or closer to your mouth, and then try again.

NOTE *If you click the Microphone button on the Language bar and haven't yet configured the Microphone, you'll be prompted to walk through the steps for both configuring the microphone and training speech recognition to understand your voice. In this case, you don't need to use the Control Panel's Speech tool to get to the Speech Properties dialog box.*

After you configure the microphone, you train the Speech Recognition tool to recognize your voice. To do this, click Start, point to Settings and choose Control Panel. Then, double-click the Speech tool and click the New button, which appears on the Speech Properties dialog box. Windows prompts you for your name and then displays the first Voice Training dialog box (see Figure S-8).



Figure S-8 The Voice Training dialog box.

NOTE *Windows may ask you to check the configuration of your microphone again before you begin training.*

To train the speech recognition tool to recognize your speech, you first answer questions about your age and sex. Then, you read a short description of speech recognition technology. As you read the short description, Speech Recognition highlights words as you say them and it recognizes them. Make sure that Speech Recognition does this. If speech recognition doesn't recognize a word, try speaking more slowly and clearly. If you can't get Speech Recognition to understand your pronunciation of a word, click the Skip Word button.

NOTE *The reading you do to train Speech Recognition is very short. You can finish it in about five minutes. However, if you need to take a break, click the Pause button.*

Using Speech Recognition

Once you configure your microphone and train speech recognition to understand your voice, you can begin to dictate. Click the Microphone button and then the Dictation button, which appear on the Language Bar. Then, begin speaking in a normal voice. As you talk, speech recognition interprets your words and enters them into the document at the insertion point.

To begin a new line, say the word “Enter.” To begin a new paragraph, say the word “Enter” twice.

NOTE *When you say a number, Speech Recognition spells out numbers less than twenty. For example, say “five” and Speech Recognition interprets this as the word “five,” but say “twenty-five” and Speech Recognition interprets this as the number “25.” Speech Recognition will recognize fractions. For example, if you say “one-half,” Speech Recognition interprets this as ½.*

If Speech Recognition doesn’t understand, click the Correction button and see if another interpretation of what you said is listed. If it is, select the alternative interpretation by clicking.

Or, you can select the incorrect text and then begin speaking again. If speech recognition understands, it replaces the incorrect selected text with the new corrected text.

When you finish dictating, click the Microphone button again.

Punctuating Your Speech

Most of the words you say will be recognized and input as words. In the case of characters used for punctuation, however, Word assumes you mean punctuation. The table below shows punctuation symbols and lists the words you can use to enter them:

SYMBOL	WORD
.	Period or Dot
,	Comma
:	Colon
;	Semi-colon
?	Question mark
!	Exclamation point
&	Ampersand
*	Asterisk
@	At sign
\	Backslash
/	Slash
	Vertical bar
-	Hyphen or Dash
—	Double dash
=	Equals
+	Plus or Plus sign
#	Pound sign
%	Percent sign
\$	Dollar sign
_	Underscore
~	Tilde
...	Ellipsis
>	Greater than
<	Less than
^	Caret
[Bracket or Left bracket or Open bracket
]	End bracket or Right bracket or Close bracket

SYMBOL	WORD
{	Open brace or Curly brace or Left brace
}	Close brace or End curly brace or Right brace
(Open parenthesis or Left paren
)	Close parenthesis or Right paren
“	Quote or Open quote or Close Quote
‘	Single quote or Open single quote or Close single quote

Using Voice Command

To use speech recognition for voice commands, click the Microphone button and then click the Voice Command button. Then, choose commands and select dialog box options by speaking. For example, to print your document, say, “File Print OK.” To change the font used for the selected text to Helvetica, say, “Format Font Helvetica.”

Customizing Speech Recognition

The Language bar’s Speech Tools button displays a menu of commands you can use to customize the way that Speech Recognition works.

- To add words to Speech Recognition’s dictionary, choose the Learn From Document command. Speech Recognition searches your document and then lists unrecognizable words. Select the words you want recognized and click Add.
- To reconfigure your microphone or create a new speech profile, click the Options command. Word displays the Speech Properties dialog box—the same one you may have worked with to originally configure the microphone and train.
- To turn off the speech messages that Speech Recognition displays on the Language bar—messages that might say you’re speaking too soft, too loud, or too quickly—choose the Show Speech Messages command. The Show Speech Messages command is a toggle switch. When speech messages show, a check mark shows in front in the command name.

- To further train Speech Recognition so it will do a better job at recognizing your words, choose the Train command. When Word displays the Voice Training dialog box, select one of the training sessions and then perform the reading. The more you train, the better Speech Recognition works.
- To add or delete words in the speech dictionary, choose the Add/Delete Words command. Word displays the Add/Delete Words dialog box. To delete a word, scroll through the list of words, click the word, and then click the Delete button. To add a word, enter the word into the Word box, click the Record Pronunciation button, and then say the word. To record your pronunciation of a word that Speech Recognition commonly misinterprets, select the word in the list, click the Record Pronunciation button, and then say the word.
- To permanently save the recorded speech—normally your recorded speech is only saved until you close the document—choose the Save Speech data command. The Save Speech Data command is a toggle switch. To later turn off the saving of your recorded speech data, choose the command again. (Note that you may also need to choose the Tools→Options command, click the Save tab, and then check the Embed Linguistic Data box to save your recorded speech.)
- To select another user's speech profile, click the Current User button and select another speaker profile from the list.

SEE ALSO *Handwriting Recognition*

Spelling

Word checks the spelling of your documents, underlining misspelled words with a squiggly red line (see Figure S-9). To fix a spelling error, right-click the underlined word. Word displays a menu that lists possible correct spellings. To make a suggested fix, select its menu command. If the word isn't misspelled, select the Ignore command from the shortcuts menu (to just ignore this occurrence of the word), select the Ignore All command (to ignore every occurrence of the word in the document) or select the Add command to add the word to the Word's dictionary of correct spellings (so that Word will no longer show the word as misspelled).

Metamorphosis

Figure S-9 Text in a Word document that the spelling checker has reviewed.

You can also use the Spelling And Grammar dialog box to check spelling (see Figure S-10). To display the Spelling And Grammar dialog box, choose the Tools→Spelling And Grammar command. Word identifies the misspelled word, typo, or grammar error in the first text box. In the second text box, Word suggests solutions. To make a suggested fix, double-click it. To ignore the error, click the Ignore button. To add the word to a custom dictionary because it is correctly spelled and you will use it again and again in your documents, click the Add button. Then, click Next Sentence to continue to search through the document, reviewing possible spelling and grammar errors.

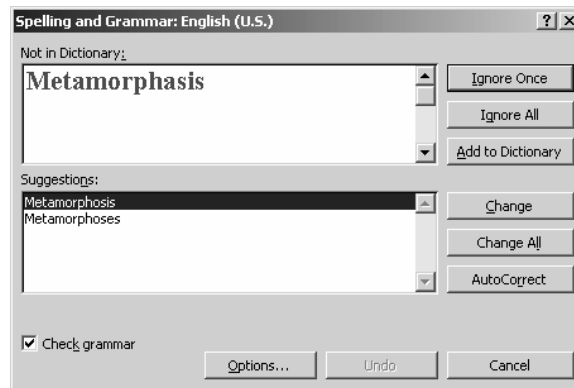


Figure S-10 The Spelling And Grammar dialog box.

The Options button on the Spelling And Grammar box displays the Spelling & Grammar dialog box (see Figure S-11). (You can also get to this tab of options by choosing the Tools→Options command and clicking the Spelling & Grammar tab.)

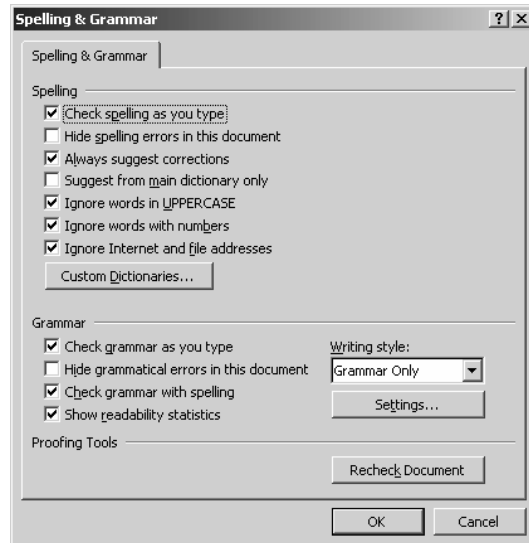


Figure S-11 The Spelling And Grammar dialog box with options displayed.

- Check the Check Spelling As You Type box to direct Word to check words when you finish typing them and to identify misspelled words with a squiggly red underline.
- Check the Hide Spelling Errors In This Document box to tell Word to hide the squiggly red underline in printed copies of the document.
- Check the Always Suggest Corrections box to tell Word to suggest correct spelling as part of the spell checking.
- Check the Suggest From Main Dictionary Only box to tell Word to only use the main Word dictionary for spell checking.
- Check the Ignore Words In UPPERCASE box to tell Word it should ignore words that use all uppercase letters (presumably because these are acronyms or abbreviations that won't be in the dictionary).
- Check the Ignore Words With Numbers to tell Word that it should ignore words that combine letters and numbers (presumably because you're using things like product names or serial numbers that won't be in the dictionary).

- Check the Ignore Internet And File Addresses box to tell Word it should ignore Internet URLs and file pathnames when it checks spelling.
- Select the dictionary that Word should use as a reference of correct spellings from the Custom dictionary.

SEE ALSO *Dictionary, Grammar, Readability Statistics*

Starting Word

You can start the Word program in several ways. You can click the Start button, point to the Programs item, and then select the Word program item from the menu that Windows displays. You can click the Start button, point to the Documents item, and then select a Word document from the Documents submenu that Windows displays (this both starts Word and opens the document). You open a Word document using either the My Computer window or Windows Explorer (again this starts both the Word program and opens the document).

NOTE *You can also create shortcuts that point to the Word program or to Word documents. When you open a shortcut, Windows starts the program or opens the document that the shortcut points to. For information on creating and using shortcuts, refer to the Windows help file.*

SEE ALSO *Documents, Program Errors, Stopping Word*

Status Bar

At the bottom of the program window, Word displays a status bar. This bar provides information such as the displayed page's and section's number, the insertion point location on a line or column, and information, about Word's background actions (printing or spell-checking).

Stopping Word

To stop the Word program, choose the File→Exit command or click the Word program window's Close box. The Close box is the small square marked with an "X" in the upper left corner of the program window.

SEE ALSO *Starting Word*

Styles

A style is a collection of formatting settings. By applying the style, you make all of the formatting changes included in the style.

Applying Styles

To apply a style to the selected text, select the style from the Style box on the Formatting toolbar. You can also apply a style by selecting a paragraph that already has the style, clicking the Format Painter tool, and then selecting the paragraph or paragraphs to which you want to apply the style.

Creating a Style

To create a style, follow these steps:

1. Choose the Format→Styles And Formatting command. Word displays the Styles And Formatting task pane.
2. Click the New Style button. Word displays the New Styles dialog box (see Figure S-12).

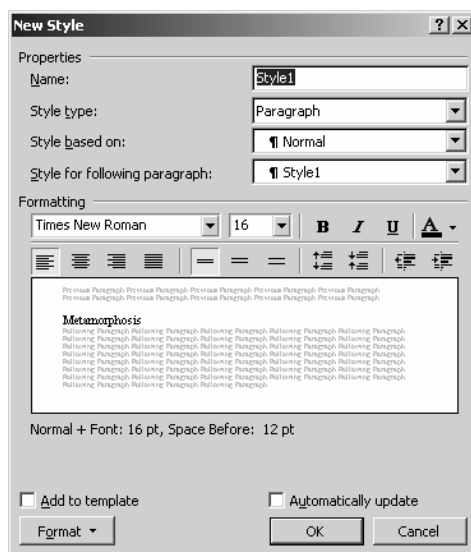


Figure S-12 The New Style dialog box.

3. Give the style a name using the Name box.
4. Identify the type of style you're creating using the Style Type list box. (Most styles are paragraph-level styles.)

5. Select an existing style from the Style Based On box to build an existing style rather than working from scratch. In this way, you can create the new style by making changes to an existing similar style.
6. Use the Formatting buttons and boxes on the New Style dialog box to define the style.

NOTE *If the Formatting boxes and buttons aren't adequate to define the new style, click the Format button and choose the formatting command that will let you specify the formatting you want. For example, to format a font in a way that isn't possible with the Formatting buttons and boxes, click Format and choose Font. Then, use the Font dialog box to describe the font formatting.*

Modifying a Style

To modify a style, choose the Format→Styles And Formatting command. When Word shows the Styles And Formatting task pane, right-click the style and choose Modify Style from the shortcut menu. Then, use the Modify Style dialog box to make your changes.

Deleting a Style

To delete a style, choose the Format→Styles And Formatting command so that Word shows the Styles And Formatting task pane. Then, right-click the style and choose Delete from the shortcut menu.

SEE ALSO *Alignment, Copying Formatting, Fonts, Indenting Paragraphs, Line Spacing*

Summarizing a Document see AutoSummary

Symbol Characters

To insert symbol characters into documents—such as symbols from the Wingdings or Dingbat fonts—choose the Insert→Symbol command and click the Symbols tab (see Figure S-13). Select the font set that provides the symbol from the Font list box. Then, select the symbol you want to and click the Insert button.

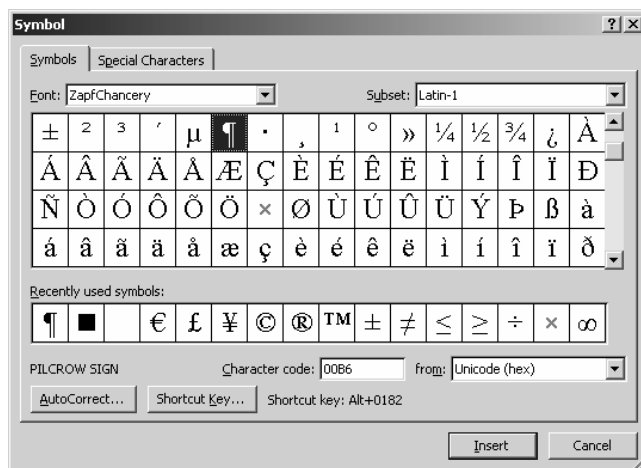


Figure S-13 The Symbols tab of the Symbol dialog box.

SEE ALSO *Nonbreaking Spaces, Special Characters*

Synonyms

To see the synonyms for a word, right-click the word and choose the Synonyms command from shortcut menu. Word displays a list of synonyms for the. To replace the selected with a synonym, select the synonym from the menu.

SEE ALSO *Thesaurus*

Table of Contents

Word can build a table of contents for your documents. To insert a table of contents, first position the insertion point at the place where the table of contents should be inserted. Then, choose the Insert→Reference→Index And Tables command and then click the Table Of Contents tab (see Figure T-1).

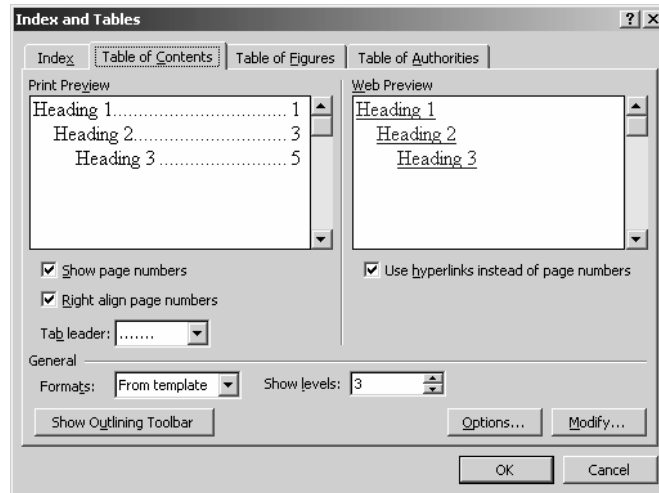


Figure T-1 The Table of Contents tab of the Index And Tables dialog box.

If you use the standard heading styles, the Print Preview and Web Preview areas will show your outline. All you need to do is check or uncheck the Show Page Number and Right Align Page Number buttons and select an entry from the Tab leader box to format the table of contents the way you want.

If you use your own styles, click the Table Of Contents Options button. Word displays the Table of Contents Options dialog box which lists the styles used in your document (see Figure T-2). Enter a 1 into the TOC Level box for the highest level style, a 2 into the TOC Level box for the next highest level style and so on. Be sure to remove any entries shown in TOC Level boxes for styles that shouldn't appear in the table of contents (such as the standard heading styles).

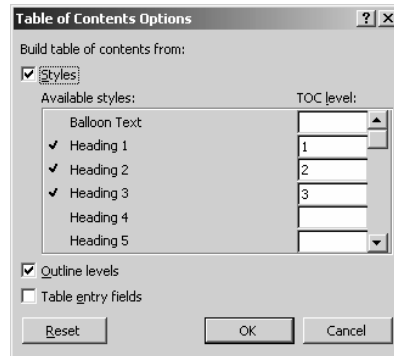


Figure T-2 The Table of Contents Options dialog box.

When you click OK, Word generates the table of contents, placing the table at the insertion point location.

Tables

Tables arrange information into rows and columns, and you'll find them extremely useful for including many types of information in a Word document (see Figure T-3).

<i>Activity</i>	<i>Royalty or Gross Margin</i>
Writing	10 to 12%
Packaging	15 to 23%
Publishing	40%

Figure T-3 A Word table

Adding a Table

The Table menu provides two commands for adding a table to your Word document: Draw Table and Insert. Both commands do the same thing, and which you should use depends on your personal preference.

NOTE *The Advantage of the Draw Table command, as compared with the Insert Table command is that you get to draw a table the initial size you want. The Advantage of the Insert Table command is that the command draws all the rows and columns for you.*

To create a table using the Draw Table command, follow these steps:

1. Choose the Table→Draw Table command. Word changes the mouse pointer so it resembles a small pencil and opens the Tables And Borders toolbar (see Figure T-4)



Figure T-4 The Tables And Borders toolbar.

2. Draw the table by dragging the mouse from the top left corner of the table to the bottom left corner of the table. When you release the mouse button, Word draws the outside border of the table.
3. Draw in the rows of the table by dragging the mouse.
4. Draw each column of the table by dragging the mouse from the top table border to the bottom border. In other words, “draw” in the columns of the table by dragging the mouse.
5. Optionally, when you finish drawing the rows and tables, use the Distribute Rows Evenly button and the Distribute Columns Evenly button (these buttons are available on the Tables And Borders toolbar) to tell Word to make all your rows and columns the same width.

TIP *You can use the Draw Table tool, available on the Tables And Borders toolbar, to draw additional rows and columns in a table. Just click the tool and draw.*

To create a table using the Insert Table command, follow these steps:

1. Place the insertion point where the table should be inserted.

2. Choose the Table→Insert→Table command. Word displays the Insert Table dialog box (see Figure T-5).

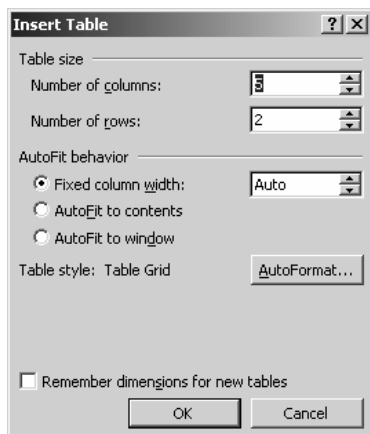


Figure T-5 The Insert Table dialog box.

3. Describe how many columns your table should have by entering a value into the Number Of Columns box.
4. Describe how many rows your table should have by entering a value into the Number Of Rows box.
5. To specify how wide the table columns should be, use AutoFit Behavior options.
- To specify a fixed size, mark the Fixed Column Width button and enter a column width into the Fixed Column Width box. You can also select the Auto entry from the Fixed Column Width box to tell Word to size the table columns so they evenly fill the width of the document page.
 - To let Word size the table columns so they're large enough to fit the information you enter into the table, mark the AutoFit To Contents button.
 - To let Word or even another program like a Web browser size the table so it fits within the window it appears in, mark the AutoFit To Window button.

6. Optionally, click the AutoFormat command button. Word displays the Table AutoFormat dialog box. Select the table format you want to use from the Formats list box. Then use the Formats To Apply boxes and the Apply Special Formats To boxes to fine-tune the appearance of the table. (You can use the Preview area to see the effect of your fine-tuning.)

TIP *You can enter a table into a table cell. When you do this, the Insert→Insert→Table command usually works best.*

Entering Table Data

To enter data into a table, click the table cells, or boxes, and then enter the information. You can also cut and paste and copy and paste information into a table's cells.

NOTE *Table cells can contain text and numbers, other tables, and even objects such as drawings, pictures, and bits of ClipArt and WordArt.*

Adding and Removing Table's Rows and Columns

The Table menu provides commands you can use to add and remove rows and columns from an existing table:

- The Table→Insert→Columns To Left command inserts a new column to the left of the selected column.
- The Table→Insert→Columns To Right command inserts a new column to the right of the selected column.
- The Table→Insert→Row Above command inserts a new row above the selected row.
- The Table→Insert→Row Below command inserts a new row below the selected row.
- The Table→Insert→Cell command displays a dialog box that lets you insert a new cell into the table by shifting cells right, shifting cells down, inserting an entire new row, or inserting an entire new column.

- The Table→Delete command displays a submenu of commands that let you delete the selected table, column, row or cell. To use any of the Table→Delete submenu commands, you may first need to select the item you want to delete by choosing one of the commands listed on the submenu that appears when you choose the Table→Select command.

NOTE *The Table→Heading Row Repeat command is a toggle switch that tells Word to repeat the heading row on each new page of the document.*

Merging and Splitting Table Cells and Tables

To merge the selected table cells so they become one cell, choose the Table→Merge Cells command.

To split the selected cell into more than one cell, choose the Table→Split Cell command. When Word displays the Split Cells dialog box, specify the number of columns and number of rows that should be used to split the cell.

To split a table, select a cell in the row below where you want the table split. Then, choose the Table→Split Table command.

AutoFormatting a Table

The Table→AutoFormat command displays the Table AutoFormat dialog box. You can pick a table style—a style is a collection of formatting choices—from the Table Styles list box. The Preview area shows what the selected table style looks like. You can use the Apply Special Formats To boxes to add and remove special formatting for the first and last column and row.

Click the Table AutoFormat dialog box's New button if you want to create a new table style you'll use again. When you click the New button, Word displays the New Style dialog box, which lets you name the style and then specify which formatting should be applied to the different parts of the table like the header row, the first column and so on using formatting buttons (see Figure T-6).

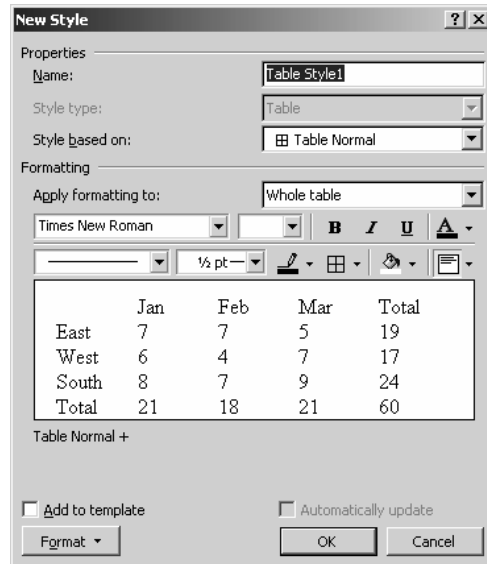


Figure T-6 The New Style dialog box.

To modify an existing style listed by the Table AutoFormat dialog box, select the style, click the Modify button, and use the dialog box that Word displays to make your changes.

To delete a table style, click the style and then the Delete button.

Changing Column and Row Widths

The Table→AutoFit command displays a submenu of commands you can use to specify column widths and row heights for the table:

- The Table→AutoFit→AutoFit To Contents command lets Word size the table columns so they fit the information you enter.
- The Table→AutoFit→AutoFit To Window command lets Word or a Web browser size the table so it fits within the window.
- The Table→AutoFit→Fixed Column Width lets you specify a column width for the table or lets you tell Word to size the table columns so they evenly fill the width of the document page.
- The Table→AutoFit→Distribute Rows Evenly command makes the table's rows all the same size.
- The Table→AutoFit→Distribute Columns Evenly command makes the table's columns all the same size.

Converting Tables and Text

You can convert the selected table's information to text by choosing the Table→Convert→Table To Text command. When you choose the command, Word displays the Convert Table To Text dialog box (see Figure T-7). Use the buttons to specify how Word should separate the information that comes from the different table cells.



Figure T-7 The Convert Table To Text dialog box.

You can use the Table→Convert→Text To Table command to turn the selected text into a table. When you choose the command, Word displays the Convert Text To Table dialog box (see Figure T-8). Use the Number Of Columns and Number of Rows boxes to describe the table's dimensions. Use the AutoFit Behavior buttons to specify how Word should size the table's columns. Then, use the Separate Text At buttons to indicate how the text information is segregated.

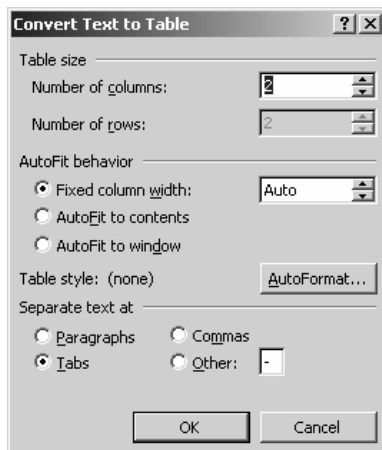


Figure T-8 The Convert Text To Table dialog box.

TIP *You may want to experiment with example text you've created by converting a example table to text before attempting to convert your actual text to a table. Experimentation will show you what the to-be-converted text should look like.*

Sorting by Rows

To alphabetically sort the rows of the selected table, choose the Table→Sort command. When Word displays the Sort dialog box, use the Sort By boxes and the Ascending and Descending buttons to specify how Word should sort (see Figure T-9).

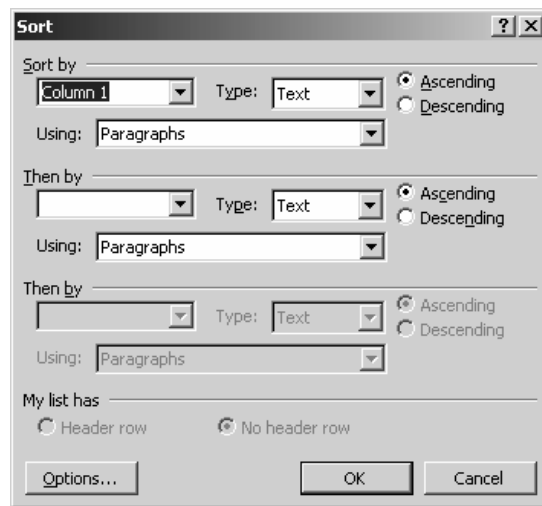


Figure T-9 The Sort dialog box.

NOTE *You can sort a table by rows using any of the columns as your sort key.*

Showing and Hiding Table Gridlines

Normally, you can't see the gridlines that Word displays to show a table's rows and columns. That's because by default, Word adds a border to cell rows and columns. If you remove this border, however, you will be able to see the gridlines.

The Table→Hide Gridlines command removes the table gridlines. The Table→Show Gridlines command adds the table gridlines.

NOTE *Gridlines aren't printed. To show a table's rows and columns in a printed document, your table needs a border.*

Changing a Table's Properties

The Table→Table Properties command displays the Table Properties dialog box which provides tabs and buttons you can use to change the dimensions and formatting of the selected table.

The Table tab provides buttons and boxes you use to specify how wide the table is, how the table is aligned, and how the table fits with the adjacent text (see Figure T-10). The Size checkbox and text boxes, for example, let you specify the preferred width of the table. The Alignment buttons let you specify how the table should aligned (left, right or center) on the page. The Text Wrapping buttons let you wrap text around the outside of the table if there's room on the page.

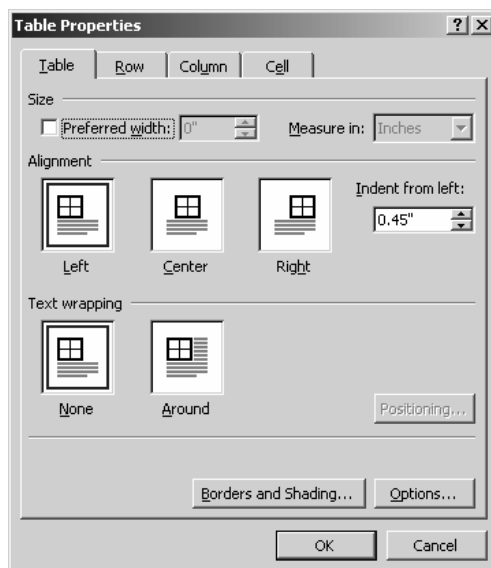


Figure T-10 The Table tab of the Table Properties dialog box.

NOTE Click the Table tab's Options button to display the Table Options dialog box. It lets you specify the margins used within cells and the spacing between cells.

TIP Click the Table tab's Borders And Shading button to display the Borders And Shading tab. As discussed in the Borders and in the Shading entries, you can use this dialog box to add border lines to documents and their tables and to add shading.

The Table Properties' Row tab provides boxes and buttons you can use to specify how wide, or high, the selected row should be. You can also use this tab to specify how Word handles tables when a row or column is too long to fit on a page.

The Table Properties' Column tab provides boxes you use to specify the preferred width of the selected column.

The Table Properties' Cell tab provides boxes and buttons you use to specify how wide the selected cell is and how text is aligned within the cell. The Cell tab also provides an Options button you can click to display a Cell Options dialog box, which is useful for setting cell margins and for specifying how text should fit in the cell.

Moving and Copying a Table

To move a table, select the table and then cut and paste it.

To copy a table, select the table and then copy and paste it.

SEE ALSO *Formulas and Equations*

Tabs

You can add tabs to a document using the Ruler. To enter a tab into a document and thereby move the insertion point to the next tab stop, press the Tab key.

SEE ALSO *Ruler*

Taskbar

The Windows taskbar displays the Start button, which you can use to display the menus you'll use to start Word or open a recently-used document. The taskbar also displays buttons for the open Word documents. You can switch between open documents by clicking the buttons on the task bar.

Task Pane

Word 2002 displays a task pane along the right edge of the program window (see Figure T-11). Word attempts to fill this task pane with commands and options relevant to whatever you're doing with Word. For example, if you choose the File→New command, Word displays a list of commands and options for creating new documents.

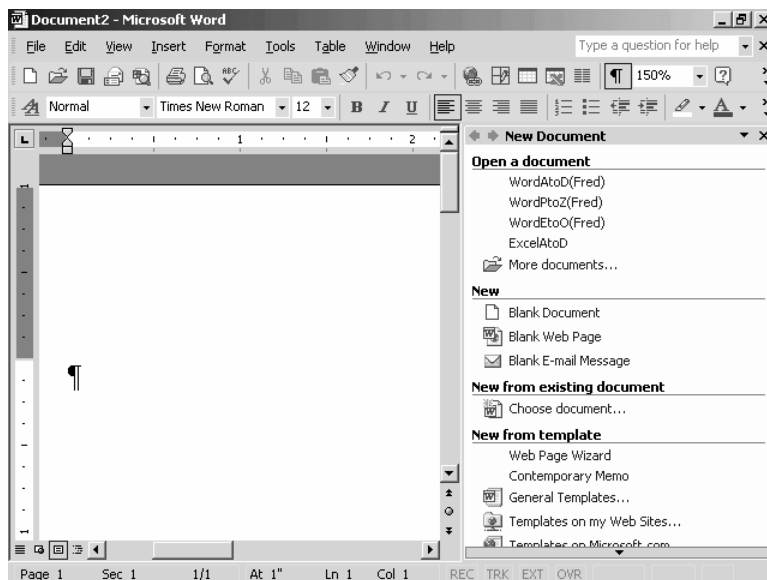


Figure T-11 The Word program window showing the New Document task pane.

You can remove the task pane by clicking its Close box. You can later display the task pane by choosing the View→Task Pane command.

To change what the task pane shows, click the task pane's Other Task Panes buttons (this is small arrow which is just to the left of the Close box) and select another task pane.

Text

To enter text into a document, a table or a text box, you can type using the keyboard, you can copy and move text from some other location, and you use the Speech Recognition or Handwriting Recognition tools.

To edit text in a document, select the text you want to change and then type the replacement text.

SEE ALSO *Copying Text, Fonts, Moving Text, Selecting Text*

Text Boxes

A text box is a box with text. To add a text box to your document, display the Drawing toolbar (if necessary), click the Text Box tool, draw the box, and type the type.

SEE ALSO *Drawing, Frames*

Templates

Word supplies several dozen templates—almost-built and largely-formatted documents—that you can use to produce your documents more quickly and more easily. To create a new document based on a template, follow these steps:

1. Choose the File→New command. Word displays the New Document task pane.
2. Click the General Templates hyperlink. Word displays the Templates dialog box (see Figure T-12).

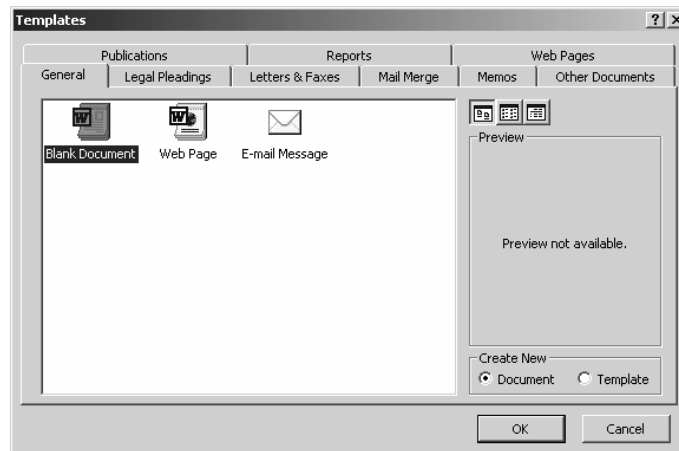


Figure T-12 The Templates dialog box.

3. Click the tab that seems to most closely match the type of document you're looking for.

TIP *The first time you see the Templates dialog box, it's probably a good idea to click through the tabs to see what's available. The richness of the Word's template's offerings will probably surprise you.*

4. Double-click the template icon that matches the document you want to create. Word opens a new document based on the template.
5. Enter and edit the document text required.

NOTE You can create your own document templates. To do so, save a document using the document template format. If you want to see the document on the Templates dialog box, save the template in the Office templates folder. You may need to do a bit of searching to find this folder, but it will be easy to spot because it'll contain other Word templates for documents such as the Elegant Letter and the Professional Memo. You can even search for these files to locate the templates folder.

Theme

The Format→Theme command displays a dialog box you can use to apply a web-page-like appearance, or theme, to the document (see Figure T-13). To select a theme, click an entry in the Choose A Theme list box. You would use themes to format documents you plan to turn into Web pages by saving them in the Web page file format.

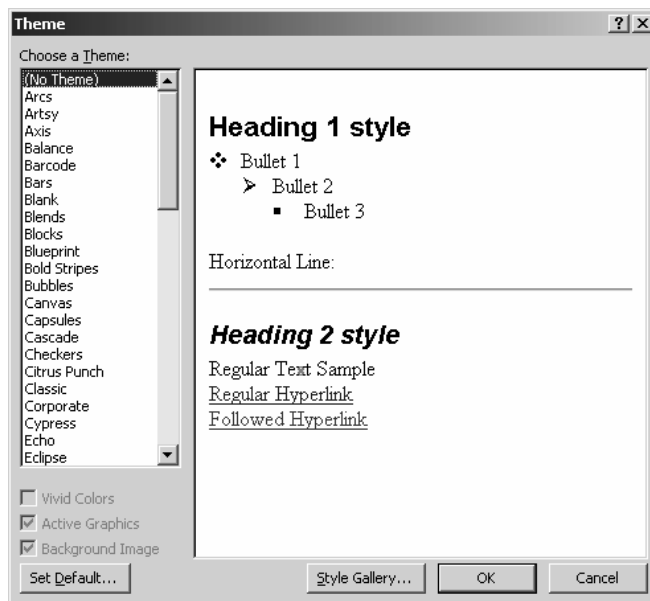


Figure T-13 The Theme dialog box.

SEE ALSO Documents, Web Page Wizard

Thesaurus

Word comes with a thesaurus. To use the thesaurus, select the word you want to replace. Then choose the Tools→Language→Thesaurus command. Word displays the Thesaurus dialog box (see Figure T-14). The word you selected appears in the Looked Up box. Select the word meaning you want from the Meanings list box. Word displays a list of Synonyms beneath the Replace With Synonym. To select a synonym, double-click it in the list.

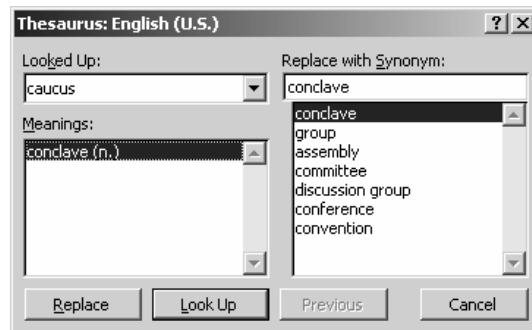


Figure T-14 The Thesaurus dialog box.

NOTE You can replace the word shown in the Looked Up box with another word and click the Look Up button to get another word's synonyms looked up.

Toolbars

Word provides twenty different toolbars. Each supplies a set of clickable buttons and boxes you can use to easily choose commands and use Word features. The standard toolbar, for example, includes buttons for printing, spelling, and undoing.

Identifying Toolbar Tools

To identify a toolbar button or box, point to the tool. Word displays a pop-up box, called a tool tip or screen tip, with the tool's name.

Displaying and Removing Toolbars

Typically, Word displays a toolbar when you're working with items that toolbar supplies tools for. For example, if working with a WordArt object, Word displays the WordArt toolbar.

You can also control when a toolbar is displayed. Simply choose the View→Toolbars command and then select the toolbar you want. The commands listed on the Toolbars submenu are toggle switches. Word places a checkmark in front of those toolbars that are displayed. To remove a toolbar, choose the View→Toolbars command and select the displayed toolbar you want to remove.

NOTE *If you turn on Word's personalized menus and toolbars, that setting also affects how toolbars appear. Refer to the Personalized Menus and Toolbars entry for more information.*

Customizing a Toolbar

To add buttons to a toolbar, follow these steps:

1. Make sure the toolbar is currently visible.
2. Choose the Tools→Customize command and click the Commands tab (see Figure T-15).

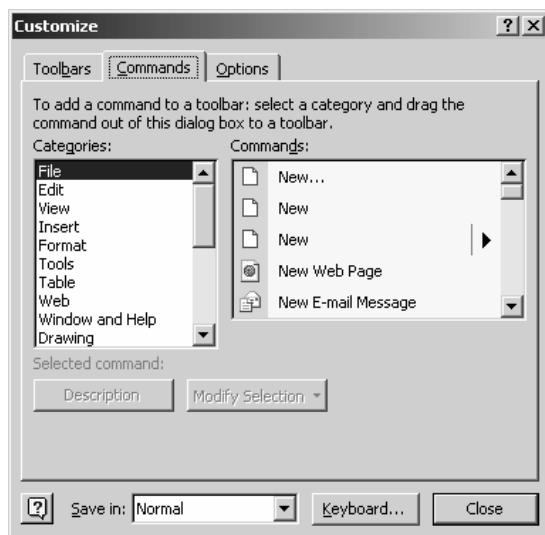


Figure T-15 The Commands tab of the Customize dialog box.

3. Select the command category from the Categories list box that includes the command you want to add to a toolbar.
4. Scroll through the Commands list box. When you see the command you want to add to the toolbar, drag it to the toolbar.

NOTE *You can also customize a toolbar by clicking on the arrow button at the very right end of the toolbar, choosing the Add Or Remove buttons command, and then the name of the toolbar. For example, to customize the Formatting toolbar, click the arrow button and choose Add Or Remove Buttons and then Formatting. Word displays a complete list of the buttons commonly placed on the toolbar. To add a button, select it from the list.*

To remove a button from a toolbar, follow these steps:

1. Click on the arrow button at the very right end of the toolbar.
2. Choose the Add Or Remove buttons command, and then the name of the toolbar. For example, to customize the Formatting toolbar, click the arrow button and choose Add Or Remove Buttons and then Formatting.
3. When Word displays a complete list of the buttons commonly placed on the toolbar, select the button you want to remove. Word identifies which buttons are already on the toolbar by marking them with a checkmark.

SEE ALSO *Personalized Menus and Toolbars*

Translation

You can use the Word's Translate command to translate words into other languages. Simply follow these steps:

1. Choose the Tools→Language→Translate command. Word displays the Translate task pane (see Figure T-16).



Figure T-16 The Translate task pane.

2. Enter the word you want to translate into the Text box.

NOTE You can also click the *Current Selection* button to translate the selected word or phrase or the *Entire Document* button to translate the document.

3. Select the translation dictionary you want to use. For example, to translate from English to French, select the English to French dictionary.
4. Click Go. Word shows the word you want to translate along with possible translations in the Results box.

Troubleshooting

You can suffer from two types of trouble when you work with Word. The first type of trouble amounts to operational trouble working with the program—often because you’re still learning how to use Word. When you experience this type of trouble—and assuming you can’t get your answer from this book—use the Office Assistant to ask a question. If you don’t get the answer from the first set of help topics that the Office Assistant suggests, try rephrasing your question using different words.

The second type of trouble stems from mechanical problems with the Word program itself or perhaps with one of the other programs running on your computer. Surprisingly, you often can solve mechanical problems, too, if you visit Microsoft's KnowledgeBase web site. The Microsoft KnowledgeBase web site provides troubleshooting information about solving all sorts of mechanical problems and bugs working with Word.

To use the Microsoft KnowledgeBase Web site, open your web browser and enter the following URL into the Address box:

<http://search.support.microsoft.com/kb/c.asp>

When your Web browser opens the KnowledgeBase search form, Select Microsoft Word from the My Search Is About box, type your question into the My Question Is box, and press Enter (see Figure T-17). The search results page that the KnowledgeBase server displays will display a list of KnowledgeBase articles that provide troubleshooting information related the problem you describe.

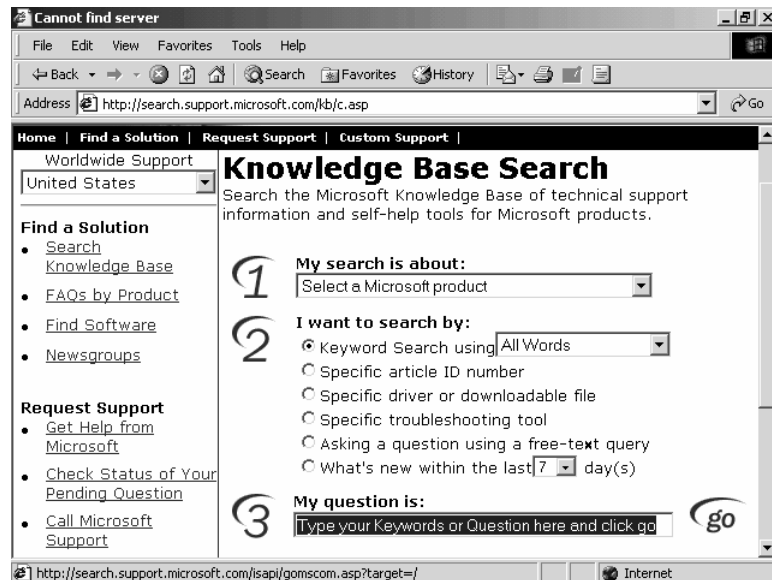


Figure T-17 The KnowledgeBase search form.

SEE ALSO *Office Assistant*

Undeleting Documents see Documents

Underlining

Within Word, you have two tools for underlining text. Which tool you use depends on the underlining you want.

- To underline the selected text with a single line, click the Underline button on the Formatting toolbar.
- To underline the selected text with a double line or a dashed line, choose the Format→Font command and select an underlining option from the Underline list box.

SEE ALSO *Font*

Undoing Mistakes

If you make a mistake in entering or editing text or in choosing a command or toolbar button, you can usually use the Undo toolbar button to reverse the effects of your last actions. You can also undo the Undo operation by clicking the Redo toolbar button.

To reverse the effects of a series of most recent actions, click the arrow beside the Undo toolbar button and select multiple actions from the list. To redo a series of last actions, click the arrow beside the Redo toolbar button select multiple actions from the list.

URLs

URL is an acronym that stands for Uniform Resource Locator. The Internet uses URLs as Internet addresses. A URL typically includes four components: the protocol, the server, the path, and the filename. For example, in the URL below, *http://* is the protocol, *www.redtechpress.com* is the server, */tocs/* is the path, and *mbaexcel.pdf* is the file.

http://www.redtechpress.com/tocs/mbaexcel.pdf

NOTE *http://* is one of the protocols used to display Web pages.

You can use URLs when you save and open files if you have permission to use the Web server. To do this, simply enter the complete URL into the File Name box on the Save As or Open dialog box. The Web server you're referencing will probably ask you for a password.

SEE ALSO *File Extensions, Filenames, Pathnames*

Views

Word displays your documents in a variety of views, including a Normal View, a Print Layout View (which shows how your printed pages will look), and an Outline View.

To switch from one view to another, choose the View→Normal View, View→Web Layout, View→Print Layout, and View→Outline commands. Or click the Normal View, Web Layout View, Print Layout View, and Outline View buttons, which appear in the lower left corner of the Word program window.

SEE ALSO *Outlining*

Visual Basic

Microsoft builds a programming language, called Visual Basic for Applications into the Word program. When you create a macro, for example, what Word actually does is write a Visual Basic program to perform the recorded actions.

SEE ALSO *Macros*

Web Layout View see Views

Web Options

If you choose the Tools→Options command, click the General tab, and click the General tab's Web Options button, Word displays the Web Options dialog box (see Figure W-1). This dialog box provides several tabs that you can use to specify how Web pages you create in Word should appear.

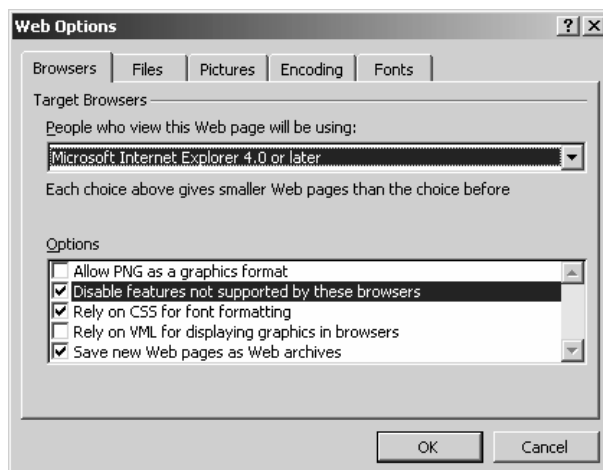


Figure W-1 The Browsers tab of the Web Options dialog box.

The Browsers tab, for example, lets you identify the Web browser people will use to view the Web page. The Files tab includes checkboxes for specifying how Word organizes the files that are necessary to create web pages. The Pictures tab includes checkboxes for specifying how Word should handle any pictures you use in your web pages. The Encoding tab includes checkboxes for specifying what language code Word should use for the web pages. Finally, the Fonts tab includes boxes for specifying what fonts Word should use for the web pages.

SEE ALSO *Web Page Wizard*

Web Page Wizard

The Web Page Wizard walks you through the steps for creating a Web site with several linked pages. To use the Web Page Wizard, follow these steps:

1. Choose the File→New command. Word displays the New Document task pane.
2. Click the Web Page Wizard hyperlink. Word starts the Web Page Wizard (see Figure W-2). Click the Next button to begin.



Figure W-2 The first Web Page Wizard dialog box.

3. Name the Web site and provide by web site location by entering this information into the Web Site Title box and the Web Site Location box (see Figure W-3). Click Next to continue.

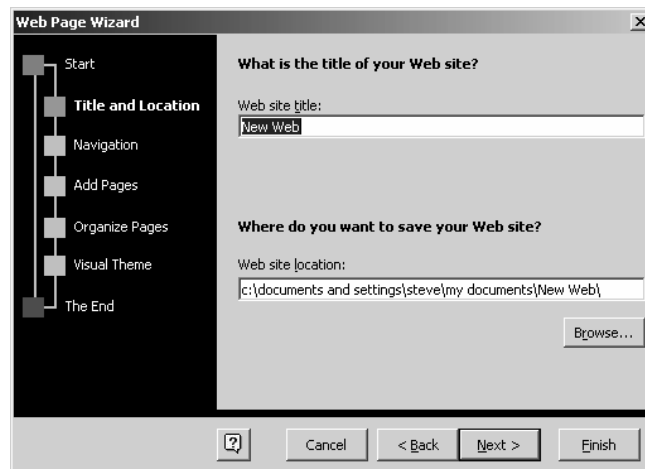


Figure W-3 The second Web Page Wizard dialog box.

NOTE You can enter a URL into the Web Site Location box.

4. Indicate whether you want a Vertical Frame, a Horizontal Frame, or a Separate Page to list the pages in your Web site (see Figure W-4). This frame or page will be the navigation tool that Web site

visitors use to get to your Web pages. Once you've made this choice, click Next to continue.

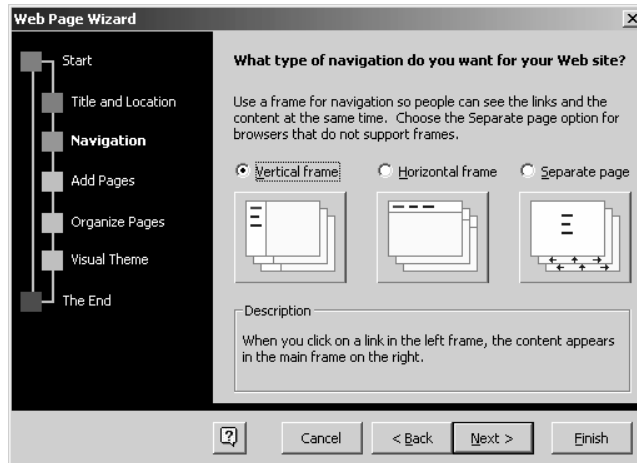


Figure W-4 The third Web Page Wizard dialog box.

5. Use the Add Pages To Your Web Site dialog box to add the pages you'll need to your web site (See Figure W-5). Initially, the Web Page Wizard starts off with three pages, a Personal Web Page (which is your home page) and two blank pages you'll use for more information. To add another new blank page, click the Add New Blank Page button. To remove the selected page, click the Remove Page button. To add a page based on an existing template, click the Add From Template and then select a template when Word displays the templates list. Click to continue once you've made these choices.

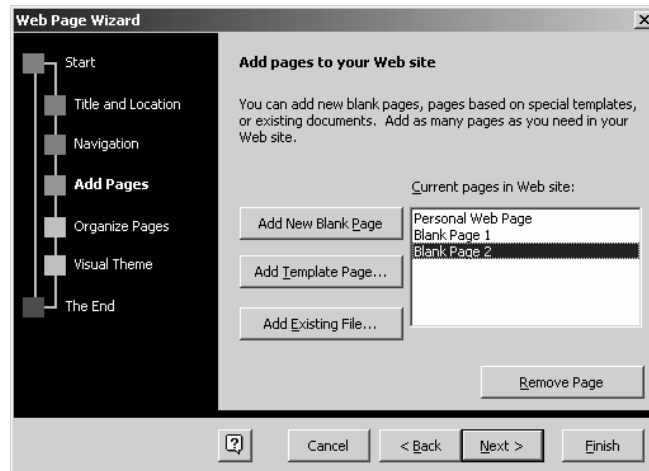


Figure W-5 The fourth Web Page Wizard dialog box.

6. Use the Organize the Navigation Links To Your Web Pages dialog box to name the web pages in your document and specify in what order they should be listed in the list of hyperlinks (see Figure W-6). To rename the selected Web page, click the Rename button and type the new name. To move the selected Web page, click the Move Up and Move Down buttons. Click Next to continue once you've made these choices.

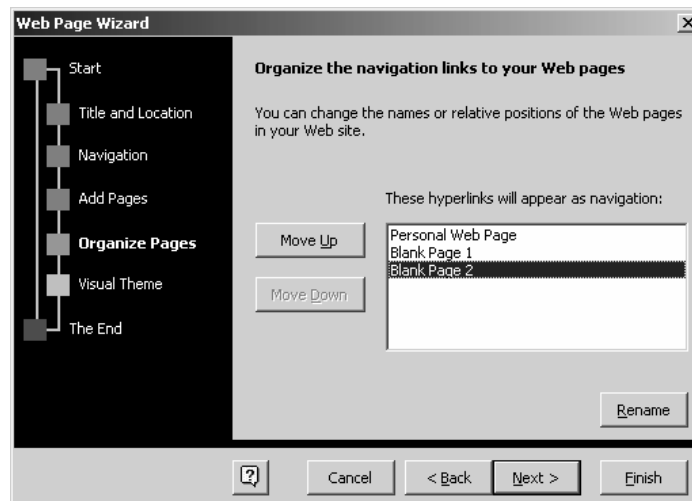


Figure W-6 The fifth Web Page Wizard dialog box.

7. Use the Which Visual Theme Do You Want For Your Web Site dialog box to pick a theme (see Figure W-7). To do this, click the Browse Themes button and select a theme from the dialog box that Word displays. Click Next to continue.

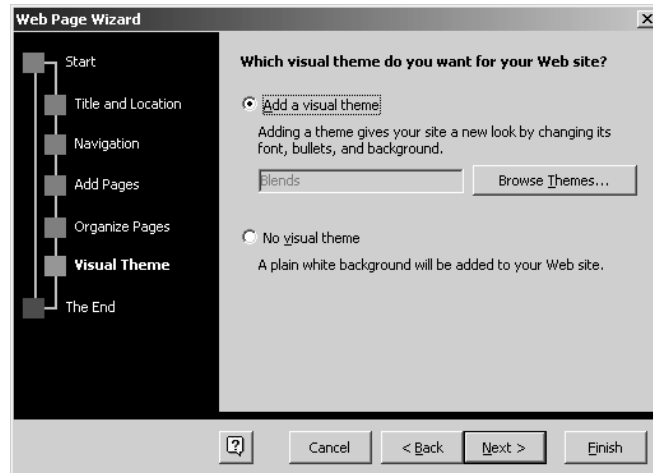


Figure W-7 The sixth Web Page Wizard dialog box.

8. The wizard displays its final dialog box. To return to one of the Web Page Wizard dialog boxes to change the way you've set up your Web site, click the Back button and then make your changes using the appropriate dialog box. Otherwise, click the Finish button. Word creates the Web pages. To finish them, add the text and pictures.

SEE ALSO *Copying Formats, Pictures, Themes, Web Options*

WordArt

You can turn text into a graphics object. To do this, you use the WordArt applet. WordArt, like Microsoft Graph, is a small miniprogram, or applet, that comes with Office programs including Microsoft Word.

Creating a WordArt Object

To create a piece of text using WordArt, choose the Insert→Picture→WordArt command. Word starts the WordArt program and you see the WordArt Gallery (see Figure W-8). This window shows you the various ways you can display the selected text as a graphics image.

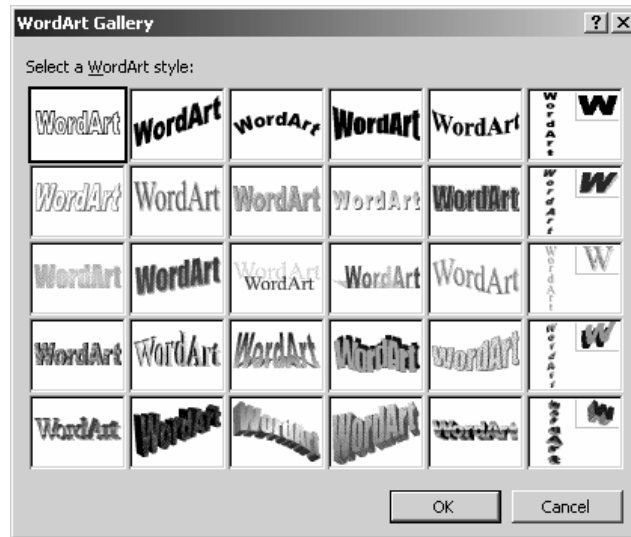


Figure W-8 The WordArt Gallery window.

To use the WordArt applet, follow these steps.

1. Select the WordArt style you want your object to resemble by clicking on the images shown on the WordArt Gallery window. Then click OK. WordArt displays the Edit WordArt Text window (see Figure W-9).

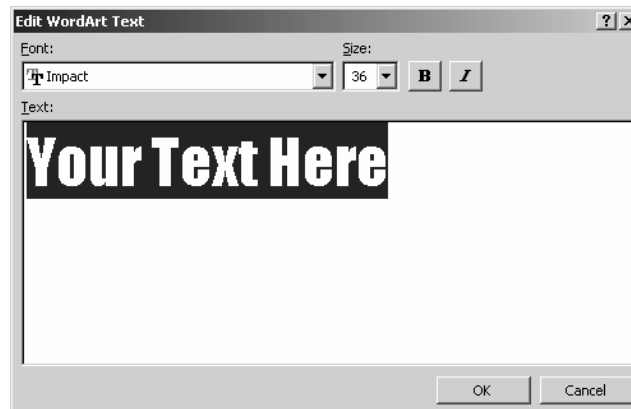


Figure W-9 The Edit WordArt Text window

2. Enter the text that you want to turn into a WordArt object.

3. Use the Font list box to select the font you want to use. You can click the button at the right end of the Font list box to display a list of available fonts. The Text box shows you how your font selection looks—this is the preview area beneath the Font and Size boxes and the Bold and Italic buttons.
4. Use the Size box to specify the point size you want WordArt to use for the text.
5. Click the Bold and Italic buttons to boldface or italicize the text. The Bold and Italic buttons are toggle switches: To un-bold and un-italicize the text, click the buttons again.
6. After you've specified the font, size, and any boldfacing and italicization, click the OK button. WordArt adds the WordArt object to the document.

Moving and Resizing WordArt Objects

After WordArt adds the object to the document, you can move and resize the object by clicking and dragging (see Figure W-10). To correctly position the WordArt object, drag it to the appropriate location. To resize the object, drag the selection handles that surround the object.



Figure W-10 A WordArt object.

Editing WordArt Text

The Edit Text tool, available on WordArt toolbar, redisplay the Edit WordArt Text window so you change the font, size, boldface, and italics specifications for the WordArt object or so you can edit the Word Art text.

NOTE *The WordArt toolbar also provides an Insert WordArt tool which you can use to add another WordArt object to your document.*

Formatting WordArt Objects

The Word Art toolbar provides several tools for formatting Word Art objects:

- The WordArt Gallery button, lets you select a new gallery setting for the existing, selected WordArt object using the WordArt Gallery window.
- The Format WordArt button lets you change the color used for the WordArt object; the line, color, and style used to draw the WordArt object; and the size and layout of the WordArt object. When you choose the Format WordArt button, WordArt displays the Format WordArt dialog box (see Figure W-11). You can use its Colors and Lines tab to change, predictably, the color and lines used to create the WordArt object. To make changes, simply use the tab's drop-down list boxes to select different colors, line styles, and so on. Other Format WordArt tabs work in a similar fashion: Use the Size tab, to change the dimensions of the WordArt object. Use the Layout tab to describe how the WordArt object should be positioned on a page in relation to other objects.

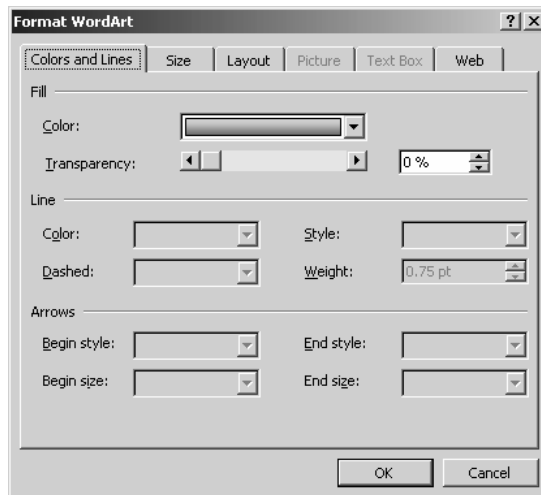


Figure W-11 The Colors and Lines tab of the Format WordArt dialog box.

- The WordArt Shape button displays a menu of pictures you can choose from to select the shape of the WordArt object, (see Figure W-12). You simply click the shape you want the WordArt object to take.

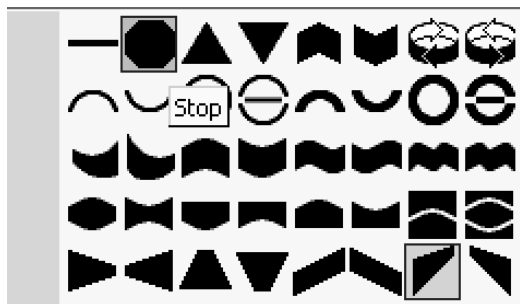


Figure W-12 The WordArt Shape menu.

- The Free Rotate button, if clicked, adds selection handles to the WordArt object. You can use these Rotate selection handles to rotate, or spin, the WordArt object on the page.
- The WordArt Same Letter Heights tool lets you tell WordArt that each letter in the WordArt graphics image should be the same height. The WordArt Same Letter Heights button is a toggle switch. If you click it again, WordArt resizes the letter heights back to their original sizes.
- The WordArt Vertical Text toolbar lets you flip the WordArt text so that it's vertical rather than horizontal. WordArt also adds selection handles after you click the tool, and you can use these selection handles to rotate the object.
- The WordArt Alignment button displays a menu of text-alignment options. You simply select the menu command that refers to the text alignment you want to use for text in the WordArt object.
- The WordArt Character Spacing tool, the last one on the toolbar, displays a menu of character-spacing commands. You choose the character-spacing command that refers to the type of spacing you want for the text that makes the WordArt object.

Word Wrap

Word wrap refers to the way that Word moves the insertion point to the next line of your document when the current line fills up with text. Word wrap also moves large words to the next line of the document if there isn't room on the current line of the document.

SEE ALSO *Ending Lines*

Zoom

The Zoom box, which often appears on the Standard toolbar, lets you magnify or reduce the size of the document that shows in the document window to some percentage of its actual size. To use the Zoom box, enter a percent in the Zoom box or open the Zoom list box by clicking its arrow and select a zoom percentage from the list.