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Microsoft Word 2003

Manual - Foundation Level

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COURSE BASICS **7**
TOOLBARS 7
The Title Bar *7*
The Menu Bar *7*
The Tool Bar *7*
The Status Bar *8*
The Scroll Bar *8*
FILE MANAGEMENT 8
Opening Files *8*
Saving Files *9*
Closing Files *10*
INSTALLING THE SAMPLE FILES 10
INTRODUCTION TO MICROSOFT WORD 2003 ..... **12**
WHAT IS WORD 2003? 12
Word 2003 ..... *12*
Content *12*
Delivery *12*
CREATE A NEW DOCUMENT 12
Creating a new document *12*
Choosing a template *13*
Setting the page dimensions *14*
Using the Page Setup Paper tab *14*
Increased number of Paper sources *14*
Using the Margins tab *15*
OPENING 17
Opening a file *17*
Switching between open files *18*
SAVING 19
Saving a file *19*
Using Save As *19*
QUITTING AND CLOSING 20
Closing a file *20*
Quitting or exiting Word *21*
REVIEW QUESTIONS 21
WORD 2003 INTERFACE **22**
WORD 2003 WORKSPACE 22
Using the Editing window *22*
Using the Main Menu *22*
Using the Standard toolbar *23*
Using the Formatting toolbar *23*
Using the Horizontal Ruler *23*
Using the Vertical Ruler *24*
Using the Office Assistant *25*
Using the View buttons *26*
Using the Thumbnail View *27*
Closing the Thumbnail Pane *28*
Using the Document Browser *28*
Using the Task pane *29*
Using the Split box *30*
REVIEW QUESTIONS 31

SAMPLE

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STANDARD TOOLBAR **32**

THE STANDARD TOOLBAR 32
Using the Standard Toolbar *32*
Using the New Blank Document button *32*
Using the Open button *32*
Using the Save button *33*
Using the Permission button *33*
Using the E-mail button *34*
Using the Print button *34*
Using the Print Preview button *34*
Using the Spelling and Grammar button *34*
Using the Research button *35*
Using the Cut button *36*
Using the Copy button *36*
Using the Paste button *36*
Using the Format Painter button *37*
Using the Undo button *37*
Using the Redo button *37*
Using the Insert Hyperlink button *38*
Using the Tables and Borders button *38*
Using the Insert Table button *38*
Using the Insert Microsoft Excel Spreadsheet button *39*
Using the Columns button *39*
Using the Drawing button *39*
Using the Document Map button *40*
Using the Show and Hide Paragraph Marks button *40*
Using the Zoom button *41*
Using the Help button *41*
Using the Read button *42*
REVIEW QUESTIONS 43

FORMATTING TOOLBAR **44**

THE FORMATTING TOOLBAR 44
Using the Formatting Toolbar *44*
Using the Styles and Formatting button *44*
Using the Style button *44*
Using the Font list *45*
Using the Font Size button *45*
Using the Bold button *45*
Using the Italic button *45*
Using the Underline button *46*
Using the Align Left button *46*
Using the Center button *46*
Using the Align Right button *47*
Using the Justify button *47*
Using the Line Spacing button *47*
Using the Numbering button *47*
Using the Bullets button *48*
Using the Decrease Indent button *48*
Using the Increase Indent button *48*
Using the Borders button *48*
Using the Highlight button *49*
Using the Font Color button *49*
REVIEW QUESTIONS 50

SAMPLE

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FORMATS **51**
FORMATTING 51
Using basic formatting *51*
Using levels of formatting *51*
Using the Styles and Formatting Task Pane *52*
FONT FORMATTING 52
Using Font Formatting *52*
Selecting fonts and sizes *53*
Selecting font styles, underlining, color, and text effects *53*
Creating character spacing *54*
Animating text *55*
Setting font formats as default *55*
PARAGRAPH FORMATTING 56
Using paragraph alignment *56*
Creating Indented Text *56*
Creating Paragraph spacing *57*
Setting tabs *57*
Removing tabs *58*
Changing the default tab stops *59*
REVIEW QUESTIONS 59

PRODUCTION **61**
PAGE SETUP FEATURES 61
Working with Sections *61*
Changing margins *62*
Setting Orientation *62*
Creating Gutters *63*
Working with multiple pages *63*
Changing the Default page *64*
Setting the page size *64*
Setting the paper source *65*
Creating layouts *65*
HEADERS AND FOOTERS 66
Using headers and footers *66*
Using the Header and Footer toolbar *67*
Using headers and footers that update automatically *69*
Creating multiple headers and footers in one document *70*
BULLET LISTS 71
Applying Bulleted Lists *71*
Removing Bullets *72*
Changing the Type of bullet *72*
Positioning indentation and text position *74*
NUMBERED LISTS 75
Applying Numbered Lists *75*
Removing numbered lists *75*
Changing Numbered Lists *76*
Restarting Numbered Lists *77*
BORDERS AND SHADING 77
Using borders *77*
Creating borders *78*
Using Shading *79*
Creating Shading *79*
REVIEW QUESTIONS 80

EDITS **81**

SAMPLE

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EDITING 81
Cutting, Copying and Pasting *81*
Using the Task Panes *82*
Navigating in the Task Pane *89*
Using the new Paste Options button *90*
Using Drag and Drop *90*
Using Undo and Redo *90*
Using Office Clipboard *91*
Working With Multiple Items on the Office Clipboard *92*
REVIEW QUESTIONS 93

FIND REPLACE AND GO TO 94

FINDING TEXT 94
Using the Find option *94*
Highlighting Items in a Document *95*
REPLACING TEXT 95
Using the Replace option *95*
SEARCHING ITEMS 96
Using the Search option *96*
GO TO 97
Using the Go To option *97*
REVIEW QUESTIONS 98

CREATE AN EMAIL AND A WEB PAGE 99

CREATING E-MAIL 99
Creating a blank e-mail message *99*
Creating an e-mail from a Word Document *101*
E-MAIL SETTINGS 101
Creating File Attachments *101*
Selecting E-mail Signatures *102*
Selecting E-mail Stationary *103*
Setting Message Priority *104*
Using Blind Carbon Copy *104*
CREATE A WEB PAGE 104
Creating a blank document *104*
Creating a Web page *105*
REVIEW QUESTIONS 105

PRINT 106

PREVIEWING DOCUMENTS 106
Using the Print Preview *106*
Printing odd or even pages *106*
Selecting the number of copies *107*
PRINTING THE DOCUMENT 107
Selecting pages to print *107*
Selecting elements of the document to print *108*
REVIEW QUESTIONS 108

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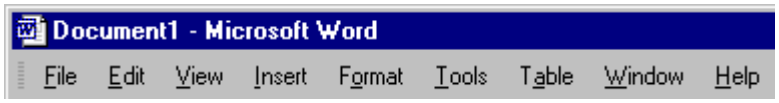
Course Basics

Toolbars

The Title Bar

- The title bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. The example shown illustrates the title bar for a program called **Microsoft Word**, in which a document called **Document1** has been opened or saved:

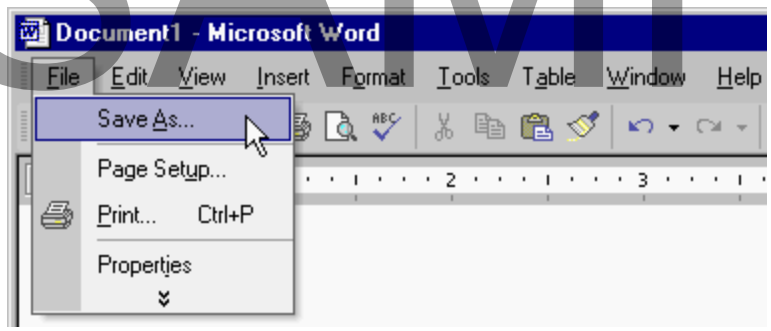


The Menu Bar

- The menu bar is located under the title bar, and contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar:

To execute Menu commands

- In most cases, you are asked to use the mouse to execute a series of menu commands (e.g., **File > Save As**). What this means is that you select **File** from the main menu, followed by **Save As**:



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The Tool Bar

- The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. In the example shown, taken from the Microsoft Word Formatting toolbar, to make the selected text bold, you would click on the **Bold** icon:

The Status Bar

- Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant information:

The Scroll Bar

- When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical screen size.

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To move up and down within a window (using the scroll bar)

- To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar:
- To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar:

To move right to left within a window

- To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar:
- To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar:

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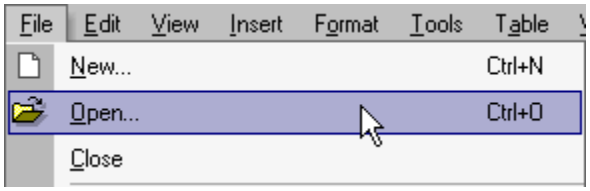
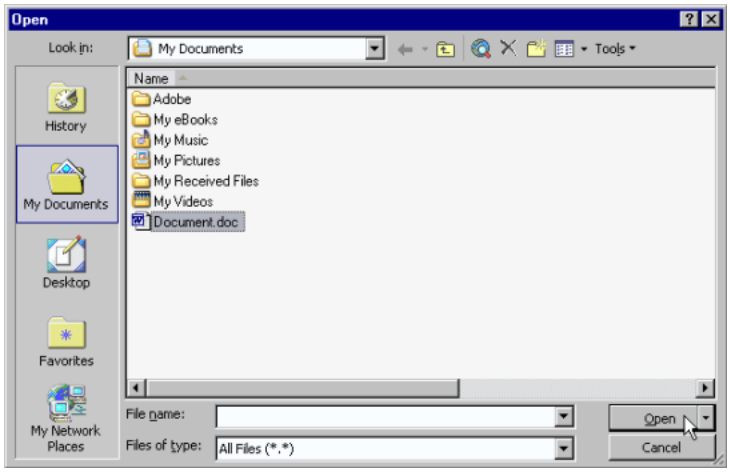
File Management

Opening Files

- From the main menu, select **File > Open** command or click on the **Open** icon and select the required file from the dialog box displayed:





- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

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Saving Files

To save a new document

- From the main menu, select **File > Save** command or click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button:

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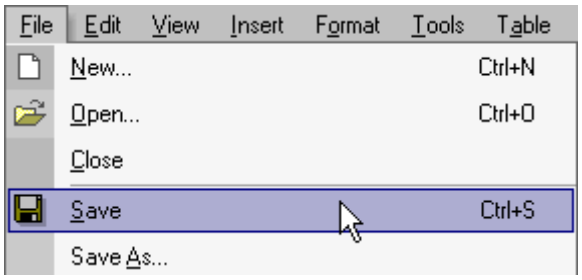


- After you have saved the file for the first time, clicking on the **Save** icon will automatically save your document with the filename you gave it. It does not give you the option to rename.

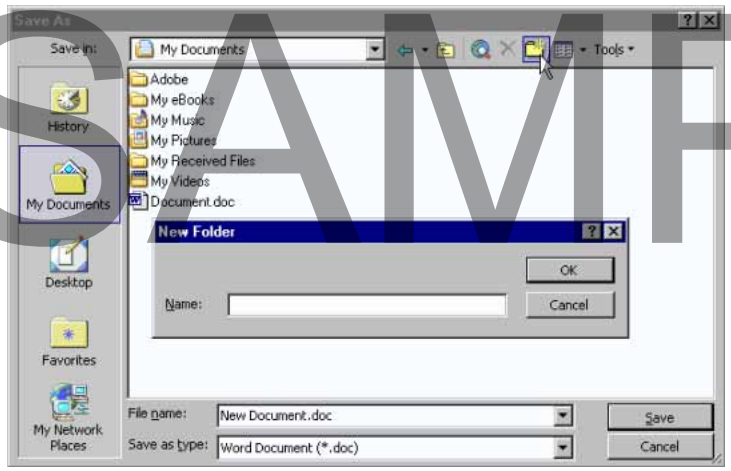
To save a document under another name and/or location

- The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. From the main menu, choose **File > Save As** command.

  Note: The **File > Save As** command will rename the document on the screen so that you can keep the earlier version, as well as saving any changes you have made.

To create a new folder in which to save your document

- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



Note: The folder will be created under the current folder.

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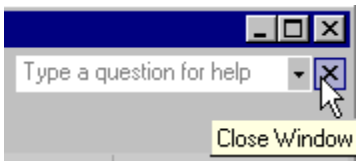
Closing Files

- Click on the **Close Window** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon):



Installing the Sample Files

- Use Windows Explorer to create a folder called **Word 2003 Foundation Samples**, in the **My Documents** folder.
- If you are installing the sample files from the CD-ROM, place the CD-ROM in the CD drive and copy the files from the **word_2003_foundation_usa\exercise_files** to the **My Documents\Word 2003 Foundation Samples** folder.
- If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

- **Notes for tutors:**
  The above instructions are for Windows that has not been set-up for a multi-user environment (with individual profiles). The instructions above may require modification within a Windows mutliuser environment. Where possible pre-install the relevant work files prior to use by students/delegates.

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Introduction to Microsoft Word 2003

When you have completed this learning module you will have seen how to:

- Create new Microsoft Word documents
- Create dimensions
- Open an existing document
- View multiple documents Side by Side
- Switch between multiple open documents
- Close a document
- Exit Microsoft Word
- Save a file
- Save a file in a different location
- Save a file in a different format

What is Word 2003?

Word 2003

- This courseware teaches the fundamentals of **Microsoft Word 2003**. **Word 2003** is a word-processing tool that lets you create a variety of different documents such as letters, single-file reports, multi-file reports, books, and web pages.

Content

- With **Microsoft Word**, you can format documents by creating headings, applying bullets and numbering, and adding tables, graphics and spreadsheets. You can also track document changes, merge versions, and create indices and tables of contents.

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Delivery

- Word files can be **delivered** in multiple formats. The two main file formats are **.doc** for **standard Word documents** and **.dot** for **Word templates.**

Create a New Document

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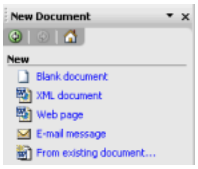
Creating a new document

- Word 2003 now allows users to create XML documents in Word, in addition to the usual new document options.

To create a new document

- From the main menu, choose **File > New**.
- From the **New Document** task pane, select **Blank Document**:



Note: You can press the **Ctrl + N** key combination to create a new page and bypass the **New Document** task pane.

Choosing a template

- A **template** is a predefined structure and style for a document, including page layouts and predefined paragraph and font styles.
- Each **template** is designed for a specific type of document.
- All elements in the **template** work together to create a standard look and feel when applied to more than one document.
- Word comes with over **40 templates** for creating the most often designed documents.
- You can use these **templates** to apply a design to a document easily.

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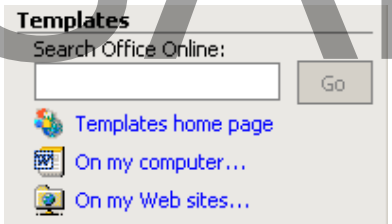
To open a document using a template

- On the **New Document** task pane, click **On my computer** under **Templates**:



- The **Templates** are organized into categories. Click the tab for the type of document you want to create:

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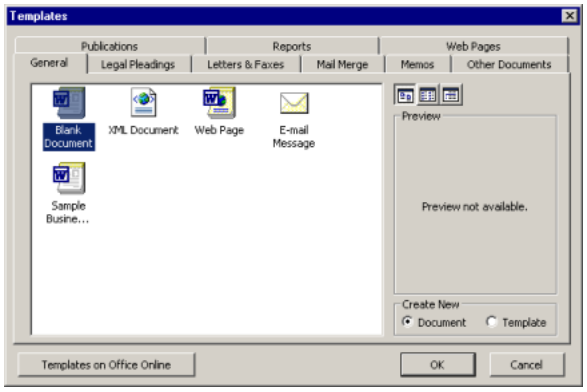


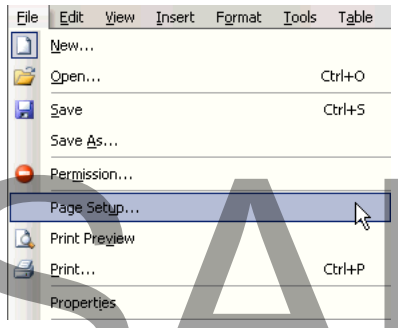
- Select a template from the available template options.
- Under **Create New**, select the **Document** radio button.
- Click **OK**.

Setting the page dimensions

- Before you begin constructing your document you should set the page **dimensions**.

To change page dimensions

- From the main menu, choose **File > Page Setup:**



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Using the Page Setup Paper tab

- When you first open the **Page Setup** dialog box, the default page size is **Letter 8-1/2" x 11"**.
- In the **Paper** tab, you can use the drop-down list to set the **Paper Size**

  OR you can use the **Width** and **Height** fields to enter in the size of the page:

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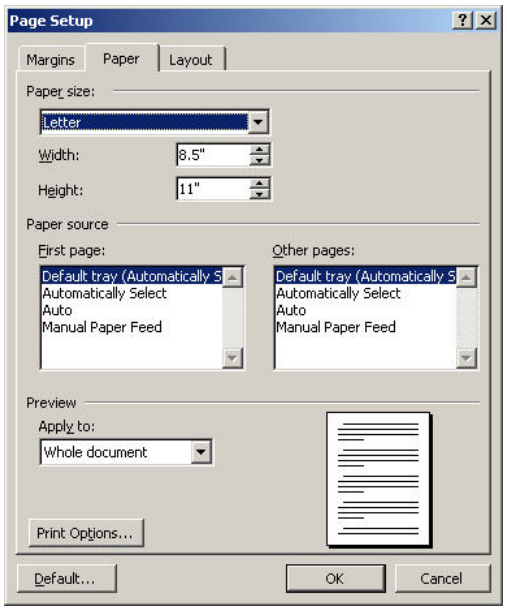
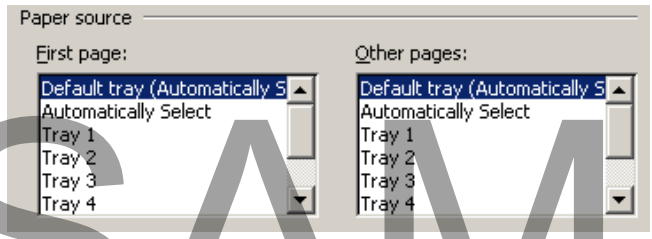


Increased number of Paper sources

- Word 2003 has increased the number of Paper sources for users, allowing for greater flexibility in choosing where the paper comes from for document printing.

- The **Paper source** section of the **Paper** tab allows you to set up where the **First Page** and **Other Pages** of the document will print from:



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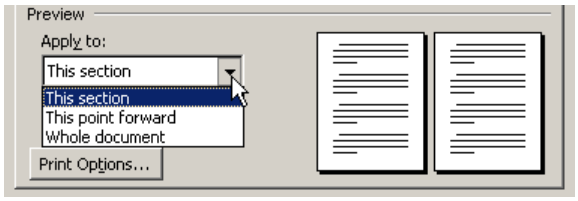
- Using the **Apply to** drop-down list from the **Preview** section of the **Paper** tab allows you to apply the **Page Setup** settings to either a Section in the document, a whole document, or from the current point forward:



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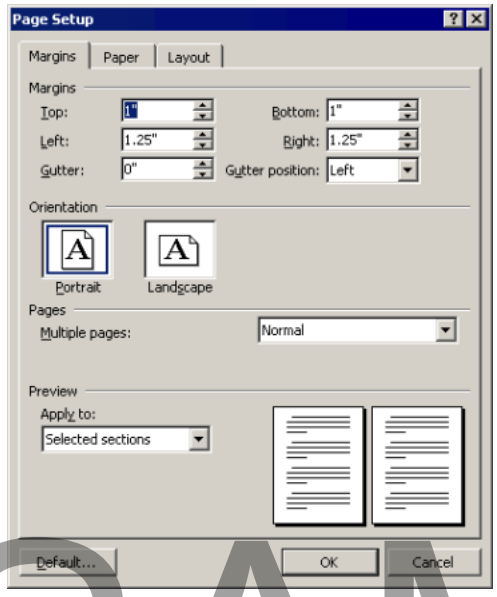
Note: You can change the Page Setup at any time during the course of the creation of the document.

Using the Margins tab

- When you first open the **Page Setup** dialog box, the default margins are:

  Top - 1
  Bottom - 1"
  Left - 1.25"
  Right - 1.25"

- The **Margins** tab determines how far in from the left and top the text or other content will begin, as well as how far from the right and bottom the text or other content will stop:



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- The **Orientation** section allows you to set the page as **Portrait** or **Landscape**:

Note: Remember to set the **Orientation** of the printer to match that of the document.

- The **Pages** section allows you to set up the way your margins and document function. Use the **Multiple pages** drop-down list to select the desired page options:

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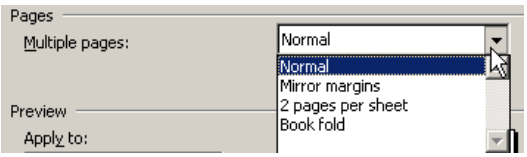
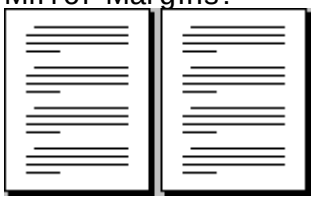
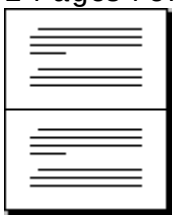


- Normal:

- Mirror Margins:



- 2 Pages Per Sheet:



- Book Fold:

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Opening

Opening a file

- In the **Open** dialog box, browse to the file you want to open.
- From the main menu, choose **File > Open**

  OR press the **Ctrl + O** key combination:

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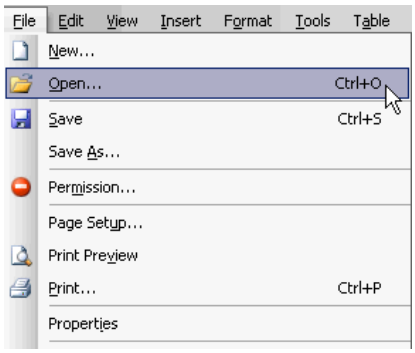
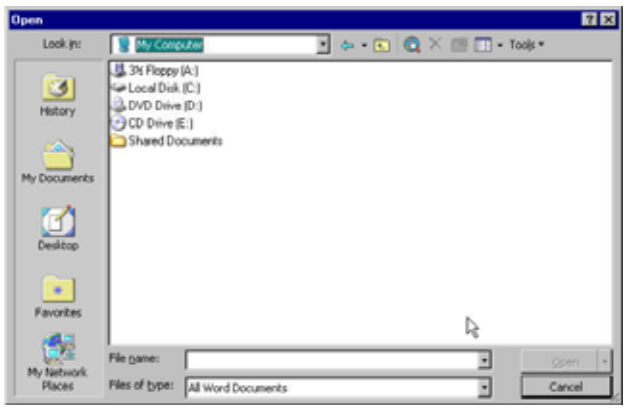
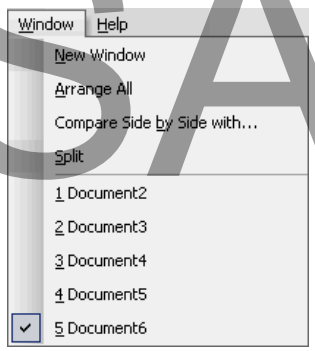


- In the **Open** dialog box, browse to the file you want to open. To see documents of all types, select **All Files** from the **Files of Type** list.



Switching between open files

- Word 2003 makes it easy for users to view and manage several open files with the **Compare Side by Side** option. The **Window** menu displays a list of all open Word files. The file currently in view has a checkmark beside it:



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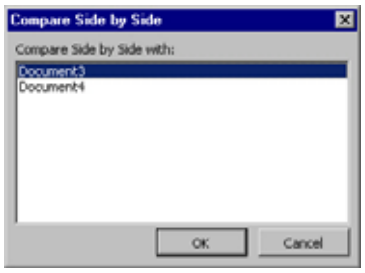
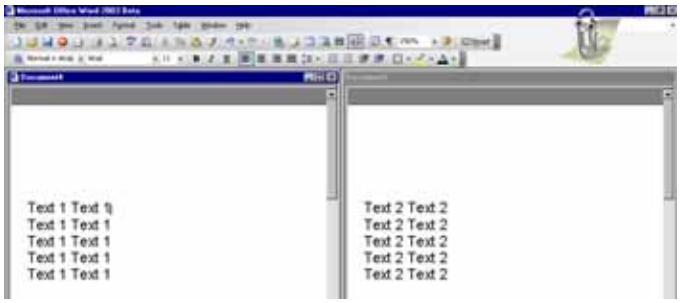
To compare open documents

- From the main menu, choose **Window > Compare Side by Side with**.
- Choose the document you would like to compare it to:



- The documents will be displayed side by side on the screen:



- Use the **Close Side by Side** toolbar to **Close Side by Side**:

To switch between open documents

- From the main menu, choose **Window > the file you want to open**.

SAMPLE

Saving

Saving a file

- While creating a document you should **save** it regularly to make sure you do not lose your information in the event of a system problem.

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To save your document

- From the main menu, choose **File > Save**

  OR press the **Ctrl + S** key combination.

- If it is the first time you are saving the document, the **Save As** dialog box opens, otherwise Word will just re-save the document.
- From the **Save in** drop-down list, specify the location where you want to save the document.
- Specify the name under which you want to save the document in the **File name** box.

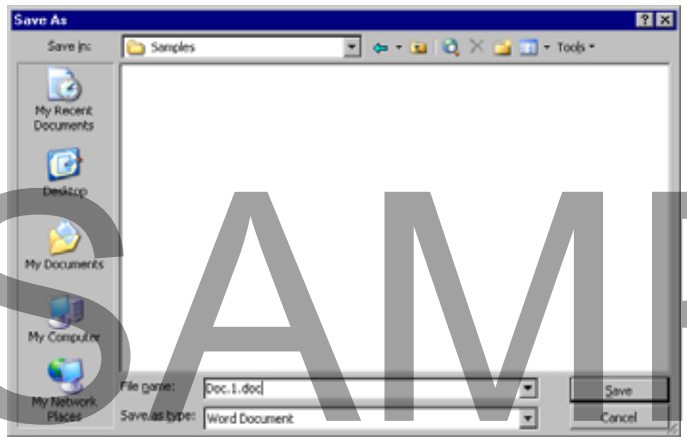
Using Save As

- Word 2003 offers more options to save your files. New types include **XML** and **Single File Web Page**.

To use Save As

- If you want to save your document under a different file name

  OR if you want to save the document to a different location, you can use the **Save As** option:



SAMPLE

- You can also use the **Save As Type** drop-down list option to save your document in a different file format:

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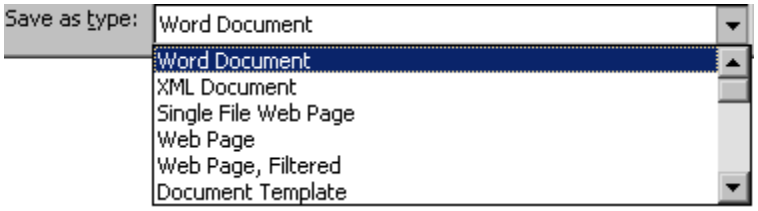


To save your document under a different file name

- From the main menu, choose **File > Save As**.
- In the **File name** field, enter the new name of the file.
- Click **Save**.

To save your document in a different location

- From the main menu, choose **File > Save As**.
- From the **Save in** drop-down list select the directory in which you want to save the file.
- Click **Save**.

To save your document in a different file format

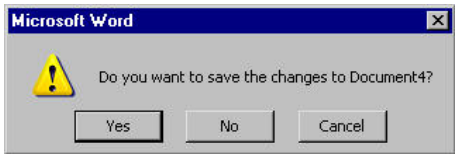
- From the main menu, choose **File > Save As**.
- From the **Save as type** drop-down list, select the type of file to which you want to save your document.
- Click **Save**.

SAMPLE

Quitting and Closing

Closing a file

- From the main menu, choose **File > Close**.
- If you have not saved the document, Word asks you whether or not you want to save the file. If you want to save the file choose **Yes**, if not, choose **No**:



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Quitting or exiting Word

- From the main menu, choose **File > Exit**.
- If you have not saved the document, Word asks you whether or not you want to save it. If you want to save the document choose **Yes**, if not, choose **No**.

Review Questions

How would you:

- Create a new document?
- Set page dimensions?
- Open an existing document?
- Use the Compare Side by Side option?
- Switch between multiple documents?
- Close a document?
- Exit Microsoft Word?
- Save a file?
- Save a file in a different location?
- Save a file in a different format?

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Word 2003 Interface

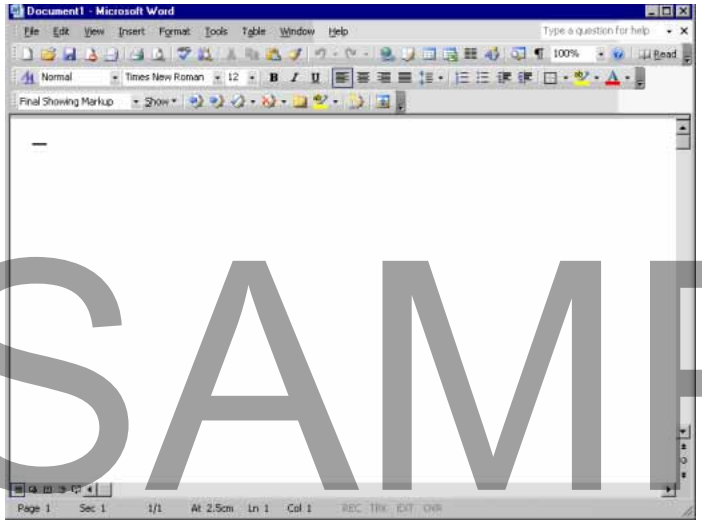
When you have completed this learning module you will have seen how to:

- Open a menu on the main menu
- Open a toolbar
- Set the margins in a document
- Open the Language bar
- Use the Office Assistant
- View your document in different views
- Open the Task Pane
- Open the Document Browser
- Split the window to show two different parts of a document at the same time

Word 2003 Workspace

Using the Editing window

- The **Editing window** is the default window for Word, and it is the window in which you will do most of your word processing:



SAMPLE

The Editing Window includes

- The **page area**, which enables you type, edit, and format your document.
- The **Main Menu** and the **Toolbars** across the top of the screen, which contain all the commands necessary for running Word.

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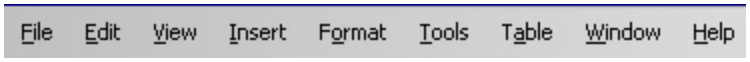
Using the Main Menu

- The Word **Main Menu** displays all the Word menus. Each menu is a category of Word commands, and when you choose the menu, the list of commands appears:



To run a command

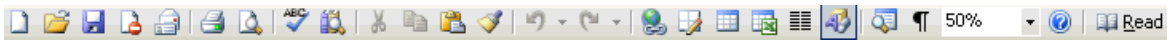
- Click the desired menu.
- Place the mouse over the command, and click the desired command

  OR click and hold the mouse button on the desired menu.

- With the button still down, navigate to the desired command and release the mouse button.

Using the Standard toolbar

- With the new Word 2003, users have the addition of a **Permission**, **Document Map** and **Research** option on the Standard toolbar.
- The **Standard toolbar** contains buttons that let you access common Word commands easily:



SAMPLE

To view the Standard toolbar

- From the main menu, choose **View > Toolbars > Standard**.

Using the Formatting toolbar

- The **Formatting toolbar** contains buttons that let you easily apply common formatting to your document:

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To view the Formatting toolbar

- From the main menu, choose **View > Toolbars > Formatting**.

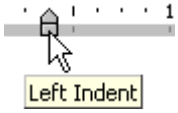
Using the Horizontal Ruler

- The **Horizontal Ruler** appears at the top edge of your document. You can use it to set margins, indentations and tabs in your document.

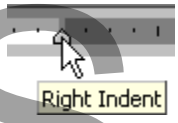
- The **Horizontal Ruler** has three indent indicators (one on the top of the ruler and two on the bottom):

First Line Indent:

Hanging Indent/Left Indent:



Right Indent:



SAMPLE

- It also has tab indicators.
- To view the **Horizontal Ruler**, from the main menu, choose **View > Ruler**. A checkmark appears beside the menu command when it is in view.

To set the width of your document

- Place the mouse pointer on the left edge of the **Horizontal Ruler**. A bi-directional arrow appears:

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- Click and hold the mouse button while you drag the arrow to where you want the margin to be. The ruler measures in inches.
- Repeat the previous step for the right edge.

To set indentation

- Choose the indentation indicator for the indentation you want to set.
- Move the indicator to where you want to set the indentation.

To move a tab

- Choose a tab indicator and slide it to where you want to place the tab:

Using the Vertical Ruler

- When you view your document in **Print Layout View**, the **Vertical Ruler** appears on the left side of the document. It extends the length of the current page and shows you your vertical position on the page.
- To view the **Vertical Ruler**, from the main menu, choose **View > Ruler**. A checkmark appears beside the menu command when it is in view:

SAMPLE

To set the length of your document

- Place the mouse pointer on the bottom edge of the **Vertical Ruler**. A bi-directional arrow appears:

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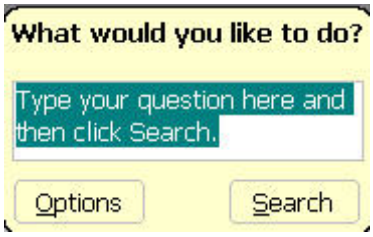
- Click and hold the mouse button while you drag the arrow to where you want the end of the page. The ruler measures in **inches**.
- Repeat the previous step for the top edge.

Using the Office Assistant

- The **Office Assistant** is the animated paperclip character that appears on your screen. The **Office Assistant** provides tips and suggestions for different tasks you are performing. If you need information about Word or are unsure how to do something, you can use the **Office Assistant** to find the relevant information:



To turn on the Office Assistant

- From the main menu, choose **Help > Show the Office Assistant**.

  Note: Only if the **Office Assistant** is not already active.

SAMPLE

To turn off the Office Assistant

- From the main menu, choose **Help > Hide the Office Assistant**.

  Note: Only if the **Office Assistant** is already active.

To use the Office Assistant

- Click the **Office Assistant** and type your question in the box.

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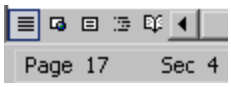
To choose an Assistant

- Right-click the **Default Paper Clip Assistant** icon and select the **Choose Assistant** command.
- From the **Gallery** tab, use the **Next** button to select one of the **8** animated office assistants.

Using the View buttons

- Word makes it easier for users to edit and read Word documents with the **Reading Layout View**. Word creates easy to read screen pages that you can move through with the **Page Up** and **Page Down** keys.
- The **View buttons** appear in the lower left corner of the Word window. They let you see how your document looks in different formats.
- You can choose to view your document as follows:

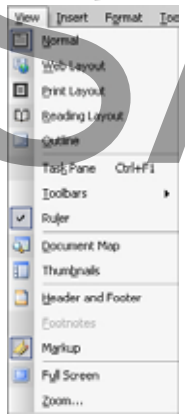
  Normal View basic view with no page layout indicators
  Web Layout View as your document would appear in a web browser
  Print Layout View as your document would appear on a printed page
  Outline View shows the structure of your document
  Reading Layout View as your document would appear in a book format:



To see your document in a particular view

- Choose the corresponding **View button**

  OR from the main menu, choose **View > and the corresponding View button**:



SAMPLE

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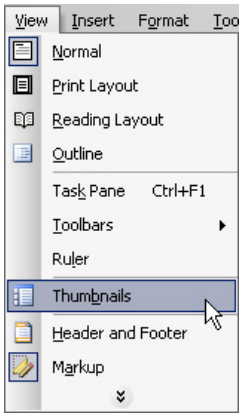
Using the Thumbnail View

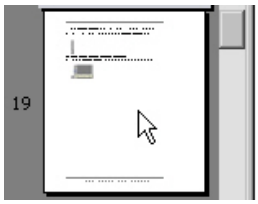
- The **Thumbnail View** is a new feature that allows users to navigate around a document via a thumbnail column on the left side of your window. By clicking an image, you will jump to the page selected.

To use the Thumbnail View

- From the **View** menu, choose **Thumbnails**:



- From the **Thumbnail** column, click on the page you want to move to:



- The page you selected will be displayed.

SAMPLE

Closing the Thumbnail Pane

- Double clicking the **Thumbnail Pane** is a temporary close. When you open the document again, the Thumbnails will return.
- To close the Thumbnail view permanently, choose **View>Thumbnails** again.

Using the Document Browser

- The **Document Browser** is located at the bottom of the vertical scroll bar. It lets you navigate through your document by letting you move between different elements.

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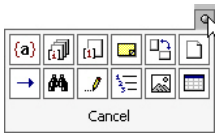
- You can select the type of element you want the **Document Browser** to use:

To specify the type of element you want to browse for

- From the **Document Browser**, choose the round circle between the two arrows:

- From the available options, select the element for which you want to browse:



To move through your document

- From the **Document Browser**, choose the **up arrow** to move backwards through the different instances of the element you chose. Choose the **down arrow** to move forward through the different instances of the element you chose:

SAMPLE

Using the Task pane

- Word 2003 has included new task panes to organize common Word tasks for quick access. New Task panes include **Research, Shared Workspace, Document Updates, Protect Documents and XML Structure**.
- The **Task pane** displays and organizes common Word tasks so you can access them quickly:

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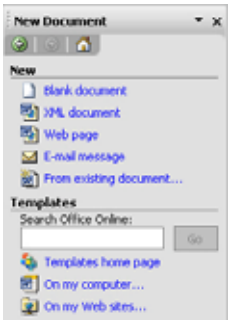
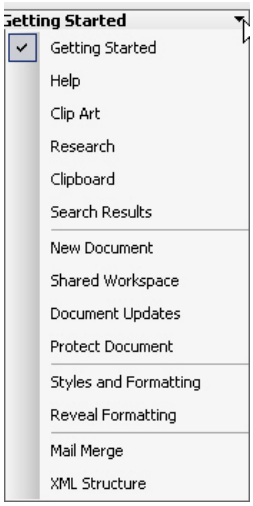
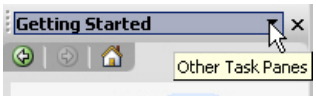


To use the Task pane

- From the main menu, choose **View > Task Pane**. The **Task pane** opens on the right side of the Word window.
- Use the **Other Task Panes** drop-down menu to select a different **Task Pane**:





SAMPLE

You can view the following panes

- **Getting Started** (Home) pane – allows you to open new or existing documents quickly or view information about Microsoft's Office Web site.
- **Help** pane - allows you to search for help resources in the Help files on your computer and online.
- **Clip Art** pane - allows you to choose an image to place in your document.
- **Research** pane – allows you to search an encyclopedia, use a dictionary or thesaurus or search online.
- **Clipboard** pane - allows you to select items on the Windows Clipboard to paste into your document.
- **Search Results** pane – allows you to search the Microsoft Web site for additional help, templates, clip art, media and more.

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- **New Document** pane - allows you to open and start new documents.
- **Shared Workspace** pane – allows you to save a document in one location so that other users can work together with you.
- **Document Update** pane – allows you to update your document in the shared workspace.
- **Protect Document** pane – allows you to protect your document.
- **Styles and Formatting** pane - allows you to apply predefined styles to text.
- **Reveal Formatting** pane - allows you to see the formatting applied to the selected text.
- **Mail Merge** pane - allows you to build a mailing or emailing list.
- **XML Structure** pane – allows you to work with XML tags in your document.

Using the Split box

- The **Split box** is the small rectangle at the top of the vertical scroll bar on the right of your document:

- The **Split Box** allows you to work in two parts of your document at the same time.

  Note: The **Split Box** feature will not be available if you have the **Document Map** turned on.

To use the Split box

- Place the mouse over the small **Split box** rectangle at the top of the vertical scroll bar and click to see the **Double-Headed Arrow**:

- Click and drag the double-headed arrow to the location where you want the screen to split and release the button:

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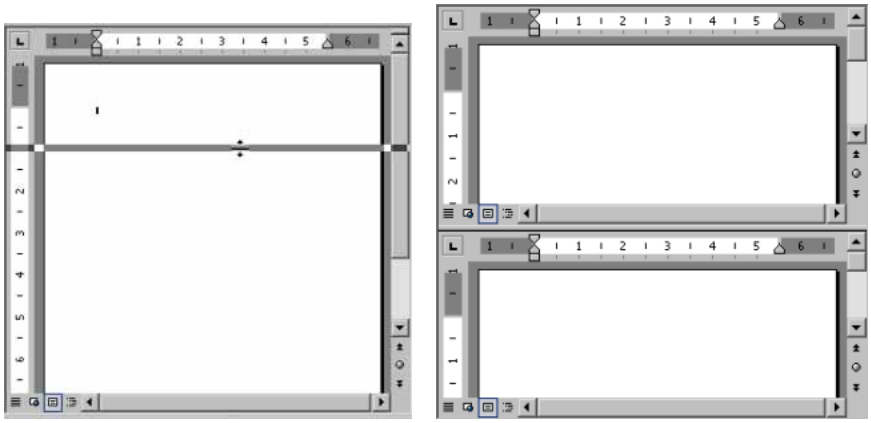

To return to the single window

- Double-click the split bar.

Review Questions

How would you:

- Open a menu on the main menu?
- Open a toolbar?
- Set the margins in a document?
- Use the Office Assistant?
- View your document in Read View?
- Use the Thumbnail view?
- Open the Task Pane?
- Navigate to the Home Page in the Task Pane?
- Open the Document Browser?
- Split the window to show two different parts of a document at the same time?

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Standard Toolbar

When you have completed this learning module you will have seen how to:

- Open a new and an existing document using the toolbar
- Save a document using the toolbar
- Convert your document into an email
- Search for other documents
- Print your document
- View the layout of your document
- Check spelling and grammar
- Copy, cut, and paste sections of your document
- Undo and redo actions
- Insert a drawing into your document

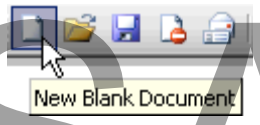
The Standard Toolbar

Using the Standard Toolbar

- The Standard toolbar contains buttons that let you access common Word commands easily.

Using the New Blank Document button

- You can use the **New Blank Document** button to open a new document:



SAMPLE

- The **New Blank Document** button appears on the left end of the **Standard toolbar**.

Using the Open button

- You can use the **Open** button to open an existing document:

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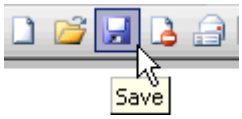
- The **Open** button appears next to the **New Blank Document** button.

Using the Save button

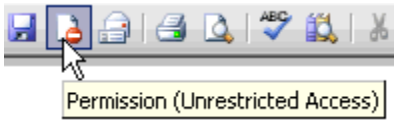
- You can use the **Save** button to save your document:



- If the file has already been saved, clicking **Save** on the **toolbar** replaces the saved copy with the newest version.
- The **Save** button appears next to the **Open** button.

Using the Permission button

- The Standard toolbar now has the addition of the **Permission button**. It allows users to set up the level of access to others who may modify, edit or copy a document or email:



Note: To use this feature, you must first install the **Information Rights Management Service**. Consult your instructor to ensure this feature is available.

- Once installed, when you click on the **Permission** button, Word opens a **Permission** dialog box:

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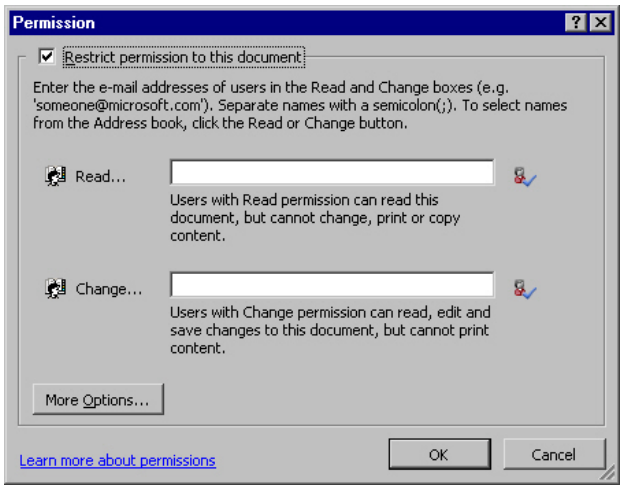
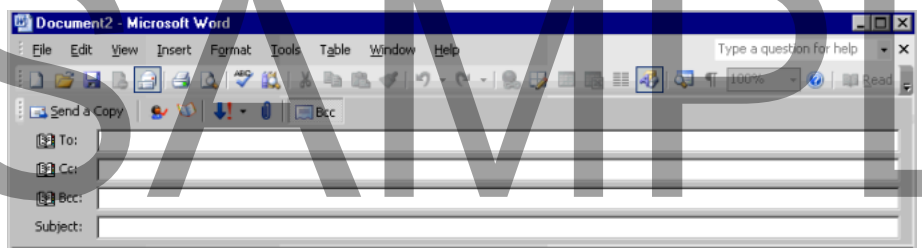


- Enter the email addresses to allow other users to read or change your document or email. Separate each name with a semicolon (**;**).
- Click **OK.**
- The **Permission** button appears next to the **Save** button.

Using the E-mail button

- You can use the **E-mail** button to convert your document into an e-mail:

- When you click the **E-mail** button, Word opens your document in an **E-mail Editing Window**, with **To**, **Cc**, **Bcc**, **Subject**, and **Introduction** lines appearing above your document:



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- The **E-mail** button appears next to the **Permission** button.

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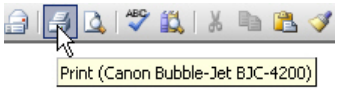
Using the Print button

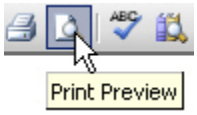
- You can use the **Print** button to print your document:



- The **Print** button appears next to the **Email** button.

Using the Print Preview button

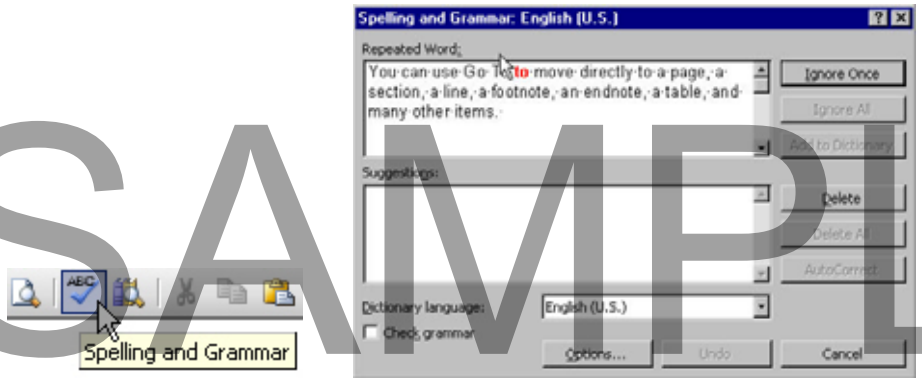
- You can use the **Print Preview** button to open the **Preview** window.
- The **Preview** window allows you to see the full layout of one or more pages of your document before you print it:



- The **Print Preview** button appears next to the **Print** button.

Using the Spelling and Grammar button

- You can use the **Spelling and Grammar** button to check your document for spelling mistakes or grammar problems:



SAMPLE

- The **Spelling and Grammar** button appears next to the **Print Preview** button.

Using the Research button

- You can use the **Research** option to look for specific text in a variety of **Reference Books**:

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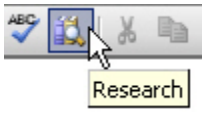
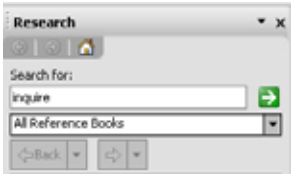
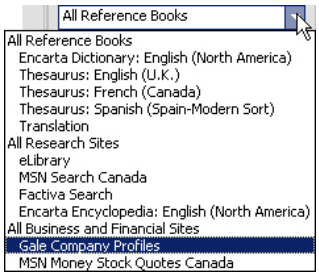


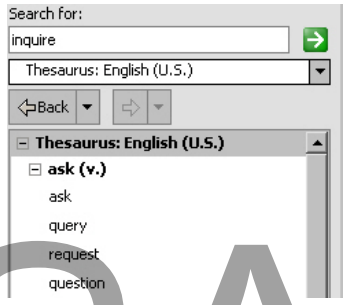
- For example, you could search a **Thesaurus** for the word “inquire”:



- From the drop down, you can select the particular **Reference** book:



- Then see the results:

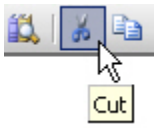


SAMPLE

- The **Research** button appears next to the **Spelling and Grammar** button.

Using the Cut button

- You can use the **Cut** button to remove selected text from your document and move it to the **Office Clipboard**:



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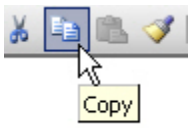
- Select the text you want to move before clicking the button.
- The **Cut** button appears next to the **Research** button.

Using the Copy button

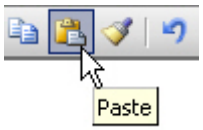
- You can use the **Copy** button to make a copy of selected text and move it to the **Office Clipboard**:



- Select the text you want to move before clicking the button.
- The **Copy** button appears next to the **Cut** button.

Using the Paste button

- You can use the **Paste** button to place the contents of the **Office Clipboard** into your document:

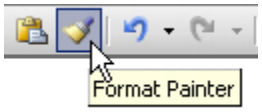


- Place your cursor in the location where you want to paste the **Clipboard content** before clicking the button.
- The **Paste** button appears next to the **Copy** button.

SAMPLE

Using the Format Painter button

- You can use the **Format Painter** button to paste the formatting from one element in your document over another.
- Select the text with the format you want to copy and click the **Format Painter** button:



- Then select the text to which you want to apply the format. When you let go of the mouse button, Word pastes the format on the text.

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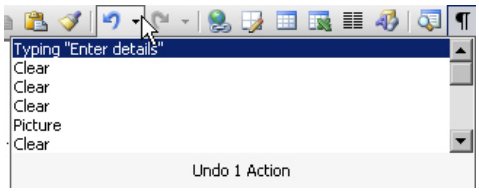
Using the Undo button

- You can use the **Undo** button to return to the state of your document before your last action:

- You can click the **Undo** button multiple times to move sequentially back through your actions.
- You can also select the undo drop-down list and scroll to the undo and click the mouse button:



- The **Undo** button appears next to the **Format Painter** button.

Using the Redo button

- You can use the **Redo** button to return to the state of your document before you used the **Undo** button:

SAMPLE

- You can click the **Redo** button multiple times to move sequentially forward through the actions that were undone.
- You can also select the redo drop-down list and scroll to the desired redo and click the mouse button:

- The **Redo** button appears next to the **Undo** button.

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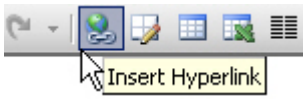
Using the Insert Hyperlink button

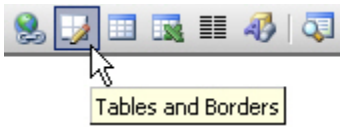
- You can use the **Insert Hyperlink** button to add a link to a web site to your document:



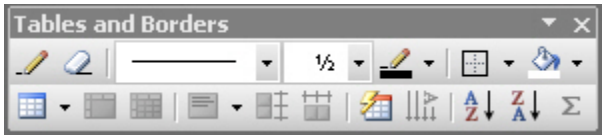
- Place the cursor where you want to add the link before clicking the button.
- The **Insert Hyperlink** button appears next to the **Redo** button.

Using the Tables and Borders button

- You can use the **Tables and Borders** button to create, place and edit tables in your document:



- The **Tables and Borders** button opens the Tables and Borders toolbar:

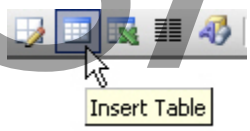


- The **Tables and Borders** button appears next to the **Insert Hyperlink** button.

SAMPLE

Using the Insert Table button

- You can use the **Insert Table** button to place a basic table in your document:



- When you click the **Insert Table** button, a box opens that lets you select the number of columns and rows you want in your table.
- Place the cursor where you want to add the table before clicking the button.
- The **Insert Table** button appears next to the **Tables and Borders** button.

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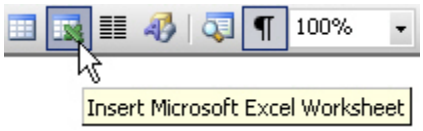
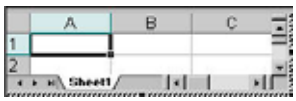
Using the Insert Microsoft Excel Spreadsheet button

- You can use the **Insert Microsoft Excel Spreadsheet** button to add a Microsoft Excel spreadsheet to your document:



- When you click the **Insert Microsoft Excel Spreadsheet** button, a box opens that lets you select the number of columns and rows you want in your spreadsheet:

- Place the cursor where you want to add the spreadsheet before clicking the button:



- The **Insert Microsoft Excel Spreadsheet** button appears next to the **Insert Table** button.

Using the Columns button

- You can use the **Columns** button to place the content of your document in columns:

- When you click the **Columns** button, a box opens that lets you select the number of columns you want.
- The **Columns** button appears next to the **Insert Microsoft Excel Spreadsheet** button.

SAMPLE

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Using the Drawing button

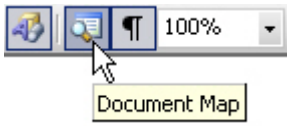
- You can use the **Drawing** button to create, place and edit drawings in your document:

- The **Drawing** button opens the **Drawing toolbar** at the bottom of the document:

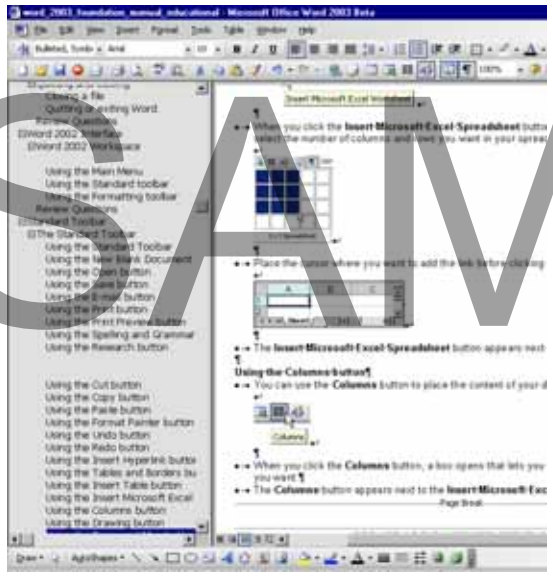
- The **Drawing** button appears next to the **Columns** button.

Using the Document Map button

- You can use the **Document Map** button to open the **Document Map** pane:



- The **Document Map** pane shows a hierarchical view of your document headings:



SAMPLE

- You can navigate through your document by clicking the headings.

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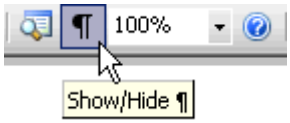
- The **Document Map** button appears next to the **Drawing** button.

Using the Show and Hide Paragraph Marks button

- You can use the **Show and Hide Paragraph Marks** button to show or hide the paragraph markers in your document:



- **Paragraph marks** indicate where a paragraph ends.
- The **Show and Hide Paragraph Marks** button appears next to the **Document Map** button.

Using the Zoom button

- You can use the **Zoom** button to increase or decrease the size of your view of your document:

- The **Zoom** button appears next to the **Show and Hide Paragraph Marks** button.

Using the Help button

- Word 2003 has improved the ways for you to get help. Users can now access the Office Online help pages from the Getting Started and Help task panes, in addition to using the Help button on the Standard toolbar. Some functionality in these task panes requires a connection to the Internet.
- Use the **Help** button to open the **Word Help** pane:

- The **Help** pane contains information on how to use Microsoft Word:

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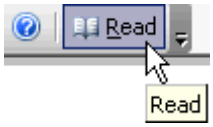
- The **Help** button appears next to the **Zoom** button.

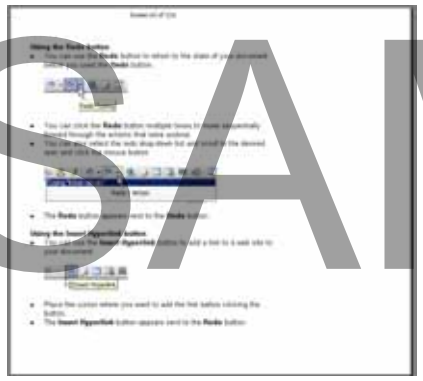
Using the Read button

- The Reading layout view has been designed to make it easier to read pages on the screen, by changing the layout and the font display.
- You can use the **Read** button to change your view from normal to book view:



OR press the **Alt + R** key combination.

- The **Read** button displays your document as an easy to read central page:



SAMPLE

- Or to view multiple pages, click **Allow Multiple Pages** on the Reading Toolbar. This setting is on automatically, but it does depend on your window size and the size of the text display:

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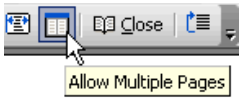
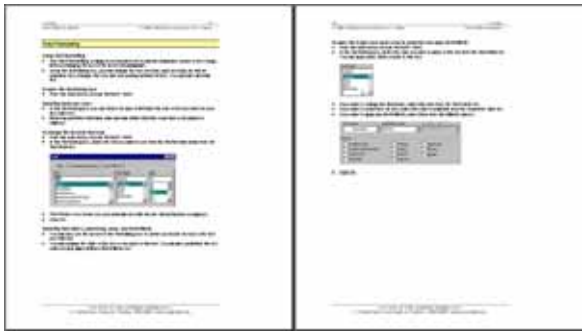
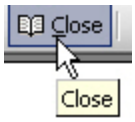




- From the main menu, use **View>Normal** to switch you back to the normal view

  OR click the **Close** button on the Reading Toolbar:



Review Questions

How would you:

- Open a new document?
- Open an existing document?
- Save your document?
- Send your document as an email?
- Search other documents?
- Print your document?
- View the layout of your document?
- Check spelling and grammar in your document?
- Copy a section of your document and paste it somewhere else in your document?
- Copy formatting from a section of your document and paste the formatting on another section?
- Undo your last action?
- Insert a drawing into your document?
- Use the Read view?

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Formatting Toolbar

When you have completed this learning module you will have seen how to:

- Apply a predefined style to your document
- Change the font
- Bold, italicize, and underline text
- Left align, center, right align, and justify text
- Increase the space between lines of text
- Add numbers and bullets to paragraphs
- Increase or decrease the indentation of a line
- Add a border to text
- Highlight text
- Change the color of text

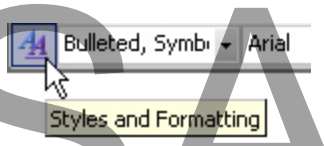
The Formatting Toolbar

Using the Formatting Toolbar

- The **Formatting** toolbar contains buttons that let you easily apply common formatting to your document.

Using the Styles and Formatting button

- You can use the **Styles and Formatting** button to open the **Styles and Formatting** pane:



SAMPLE

- The **Styles and Formatting** pane contains a list of predefined styles that you can apply to your document.
- The **Styles and Formatting** button is the first button on the **Formatting Toolbar**.

Using the Style button

- You can use the **Styles** button to access a drop-down list of predefined styles:

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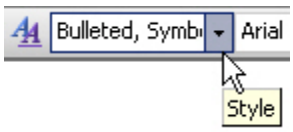
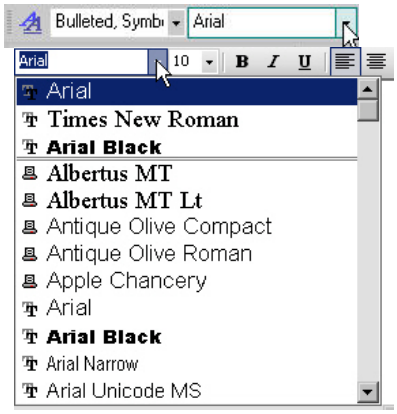


- The **Styles** button appears next to the **Styles and Formatting** button.

Using the Font list

- You can use the **Font** button to access a drop-down list of fonts:



- To apply a font to selected text, choose the font from the list.
- The **Font** button appears next to the **Style** button.

Using the Font Size button

- You can use the **Font Size** list to customize the size of text by selecting the text and then choosing a size from the list:

SAMPLE

- The **Font Size** button appears next to the **Font** button.

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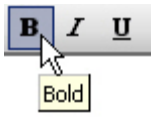
Using the Bold button

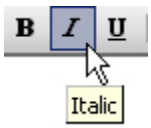
- You can use the **Bold** button to bold text in your document:



- To make text appear bold, select the text and click the **Bold** button.
- The **Bold** button appears next to the **Font Size** button.

Using the Italic button

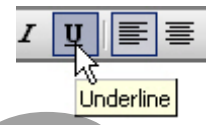
- You can use the **Italic** button to italicize text in your document:



- To make text appear in italics, select the text and click the **Italic** button.
- The **Italic** button appears next to the **Bold** button.

Using the Underline button

- You can use the **Underline** button to underline text in your document:



SAMPLE

- To underline text, select the text and click the **Underline** button.
- The **Underline** button appears next to the **Italic** button.

Using the Align Left button

- You can use the **Align Left** button to align your text with the left margin:

- The **Align Left** button aligns all text from the line in which the cursor is placed.

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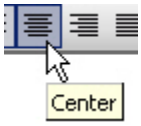
- **Align Left** is the default setting.
- The **Align Left** button appears next to the **Underline** button.

Using the Center button

- You can use the **Center** button to center your text from right to left.
- The **Center** button centers all text from the line in which the cursor is placed:



- To return to the default alignment, click the **Center** button again.
- The **Center** button appears next to the **Align Left** button.

Using the Align Right button

- You can use the **Align Right** button to align your text with the right margin:

- The **Align Right** button aligns all text from the line in which the cursor is placed.
- To return to the default alignment, click the **Align Right** button again.
- The **Align Right** button appears next to the **Center** button.

SAMPLE

Using the Justify button

- You can use the **Justify** button to align the text with both the right and left margins:

- Word justifies the text by adding extra spacing within the line.
- The **Justify** button appears next to the **Align Right** button.

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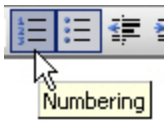
Using the Line Spacing button

- You can use the **Line Spacing** button to increase or decrease the spacing between different lines of text in you document:

- To change the spacing between lines of text, select the text and choose the spacing size you want.
- The **Line Spacing** button appears next to the **Justify** button.

Using the Numbering button

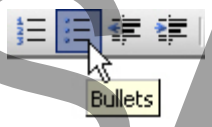
- You can use the **Numbering** button to number paragraphs in your document:



- To apply numbers to paragraphs, select the paragraphs and click the **Numbering** button.
- The **Numbering** button appears next to the **Line Spacing** button.

Using the Bullets button

- You can use the **Bullets** button to add a bullet symbol at the beginning of a paragraph:



SAMPLE

- To apply bullets to paragraphs, select the paragraphs and click the **Bullets** button.
- The **Bullets** button appears next to the **Numbering** button.

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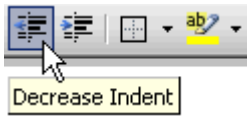
Using the Decrease Indent button

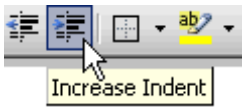
- You can use the **Decrease Indent** button to make a line's indentation smaller:



- To decrease the indentation of a line, place your cursor on the line to which you want to decrease the indent, and click **Decrease Indent**. The line's indentation decreases by half an inch.
- The **Decrease Indent** button appears next to the **Bullets** button.

Using the Increase Indent button

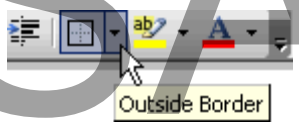
- You can use the **Increase Indent** button to make the size of a line's indentation larger:



- To increase the indentation of a line, place your cursor on the line to which you want to apply the indent, and click **Increase Indent**. The line indents by half an inch.
- The **Increase Indent** button appears next to the **Decrease Indent** button.

Using the Borders button

- You can use the **Borders** button to add borders to selected text.
- Click the arrow beside the **Border** button to choose the type of border you want to apply:



- The **Borders** button appears next to the **Decrease Indent** button.

To apply a border

- Select the text you want to surround.

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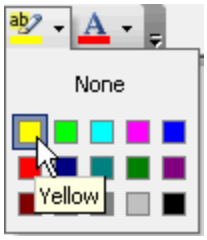
- Choose the arrow beside the **Border** button and select the border you want to apply.

Using the Highlight button

- You can use the **Highlight** button to highlight text and draw attention to it:

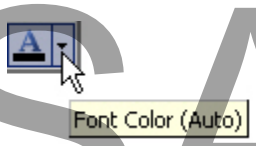
- To highlight text, select the text and then click the **Highlight** button.
- To change the color of the highlight, choose the arrow beside the **Highlight** button and select the color you want:



- The **Highlight** button appears next to the **Borders** button.

Using the Font Color button

- You can use the **Font Color** button to change the color of text in your document:



- Select the text that you want to apply the color to and click the **Font Color** button:

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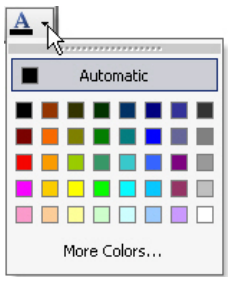

- To change the font color you want to apply, choose the arrow beside the **Font Color** button and select the color you want.
- The **Font Color** button appears next to the **Highlight** button.

Review Questions

How would you:

- Access the Styles list?
- Change the font?
- Bold text?
- Align text with the right margin?
- Increase the space between lines of text?
- Number paragraphs?
- Increase the indentation of a line?
- Add a border to text?
- Highlight text?
- Change the color selected text?

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Formats

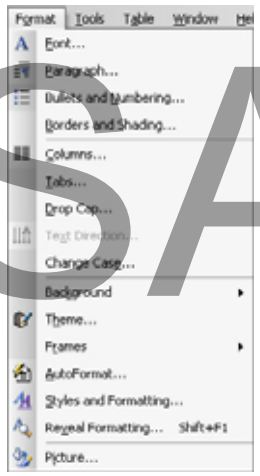
When you have completed this learning module you will have seen how to:

- Apply levels of formatting
- Use the Reveal Formatting Task Pane
- Change the font characteristics
- Animate text
- Set default font formats
- Align paragraphs
- Create paragraph indentations
- Set tab stops
- Remove tabs
- Change the default tab stops

Formatting

Using basic formatting

- If you want to format small selections of text without being concerned about reusing formatting consistently, you can use the **basic formatting** tools in **Word**. These tools include the **Formatting Toolbar,** the **Font** dialog box**,** and the **Paragraph** dialog box.
- To apply **basic formatting** to text, first you need to select the text.
- You can access the **Font** and **Paragraph** dialog boxes from the **Format** menu:



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Using levels of formatting

- **Word** lets you **format a paragraph** or section and then apply **different formatting to items** within the paragraph or section.

  Example: You can italicize an entire paragraph and then bold the first word. The entire paragraph will appear italicized and the first word will appear both italicized and bold.

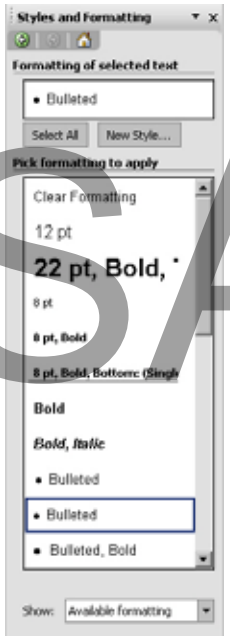
- When applying levels of **formatting**, apply your formatting from the biggest level to the smallest level: Apply formatting to sections, **then paragraph, then words, then letters.**

Using the Styles and Formatting Task Pane

- The **Styles and Formatting Task Pane** shows you the formatting applied to the selected text.
- This is useful if you decide you want to **duplicate** the formatting on another selection of text, or if the text doesn't look the way you want it to and you want to see what formats are applied.

To view the Styles and Formatting Task Pane

- Select the text for which you want to see the formatting.
- From the main menu, choose **Format > Styles and Formatting**:



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To change an element

- Click the **formatting name** to specify the new setting.

Font Formatting

Using Font Formatting

- Use **Font Formatting** to apply a customized look to specific characters, words or text strings, without changing the rest of the text in the paragraph.
- Using the **Font** dialog box, you can change the font, font size, and font style, as well as underline text and change the color and the spacing between letters. You can even animate text.

To open the Font dialog box

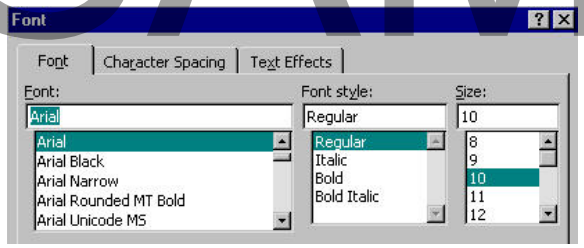
- From the main menu, choose **Format > Font**.

Selecting fonts and sizes

- In the **Font** dialog box you can select the type of **font** and the **size** of font you want for your text selection.
- Selecting a different **font** and **size** can help attract attention to an item or decrease its saliency.

To change the font and font size

- From the main menu, choose **Format > Font**.
- In the **Font** dialog box, select the font you want to use from the **Font** list and a size from the **Font Size** list:



- The **Preview** box shows you your selected text with the **new format** before you apply it.

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- Click **OK**.

Selecting font styles, underlining, color, and text effects

- You can also use the options in the **Font** dialog box to further customize the look of the font you selected.
- You can change the **style** of the font or the **color** of the font. You can also **underline** the text selection and apply different **text effects** to it.

To apply font styles and colors and to underline and apply text effects

- From the main menu, choose **Format > Font**.
- In the **Font** dialog box, select the style you want to apply to the font from the **Font Style** list. You can apply **bold**, **italic** or **both** to the font:

- If you want to change the **font color**, select the color from the **Font Color** list.
- If you want to **underline** the text, select the style of underline from the **Underline style** list.
- If you want to apply any **text effects**, select them from the **Effects** options:

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- Click **OK**.

Creating character spacing

- If you want to increase or decrease the space a character takes up and spacing around the character, you can use the **Character Spacing** tab in the **Font** dialog box.
- The options on the **Character Spacing** tab let you scale (stretch or shrink) a character, add space around it, position it higher or lower than the other characters, and change the kerning of letters (increases or decreases the

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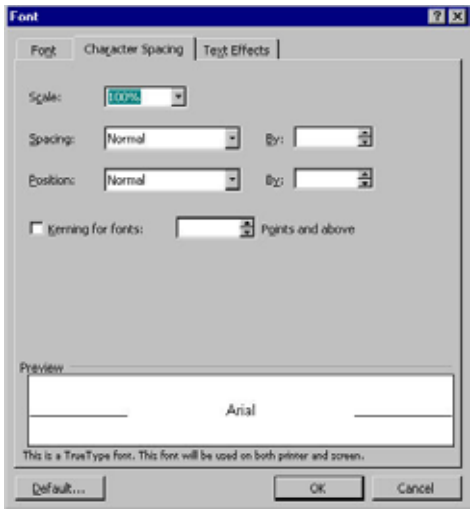
spacing between specific pairs of letters which depends on the pair):



To create character spacing

- From the main menu, choose **Format > Font**.
- In the **Font** dialog box, select the **Character Spacing** tab.
- If you want to **scale** a character, select the percentage by which you want to scale it from the **Scale** list.
- If you want to **increase or decrease the spacing** around a character, select the type of spacing you want from the **Spacing** list and then specify a point size.
- If you want to change the **position of** the character, select the type of positioning you want from the **Position** list and then specify a point size.
- If you want to change the **kerning**, select the **Kerning for fonts** check box and then specify the smallest point size for which you want to apply kerning using the **Points and above** list.
- Click **OK**.

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End of the preview sample

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