

Microsoft Word 2003

Workbook - Intermediate Level



SAMPLE

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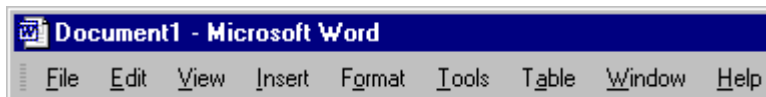
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Course Basics

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:



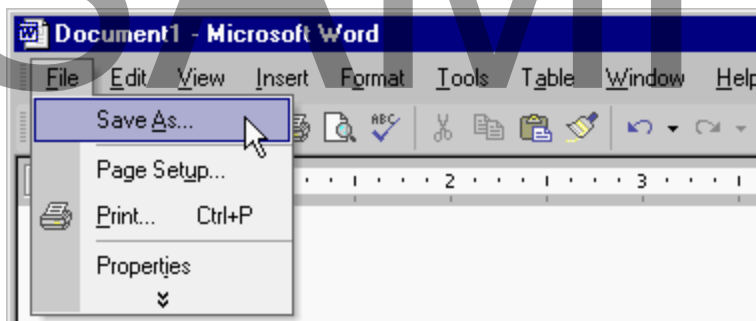
The Menu Bar

- 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:



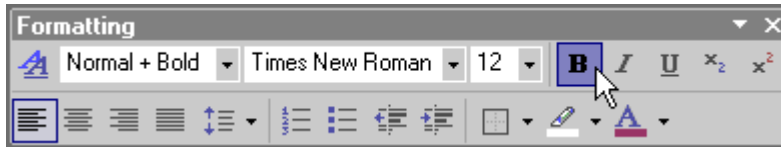
To execute Menu commands

- 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**:



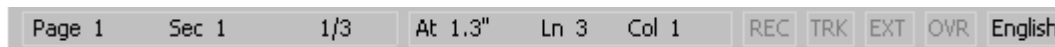
The Tool Bar

- 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.

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: 

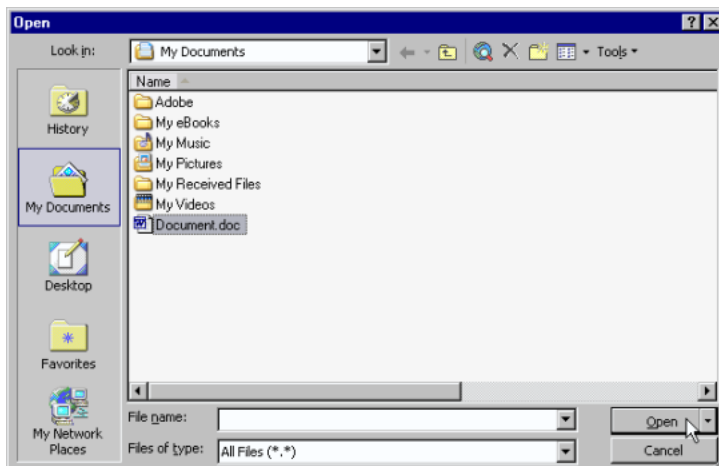
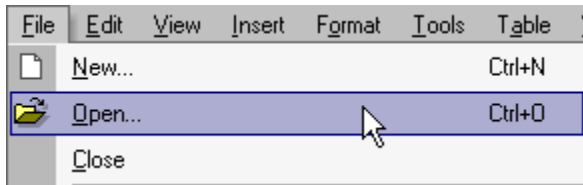
To move right to left within a window

- 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: 

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:

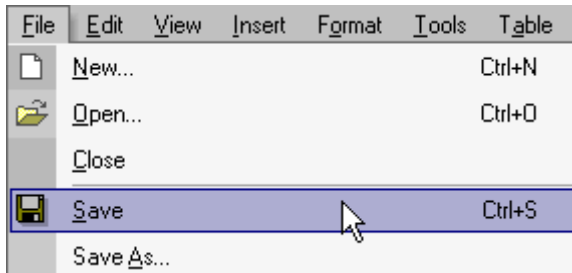


- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

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:



- 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.

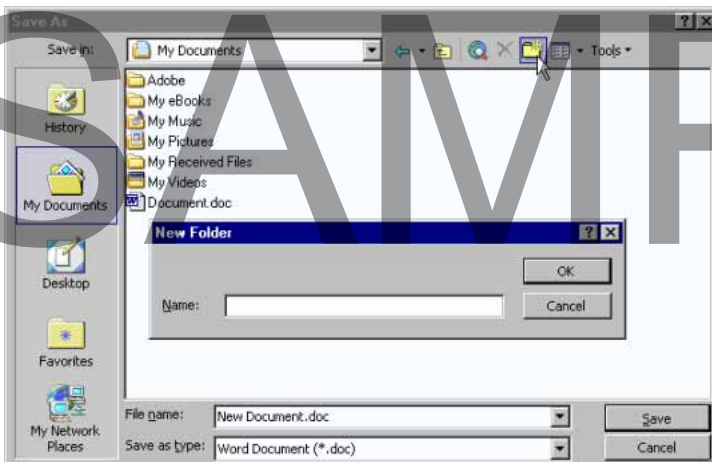
To save a document under another name and/or location

- 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

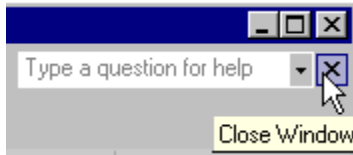
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



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

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 Intermediate Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\Word 2003 Intermediate 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.

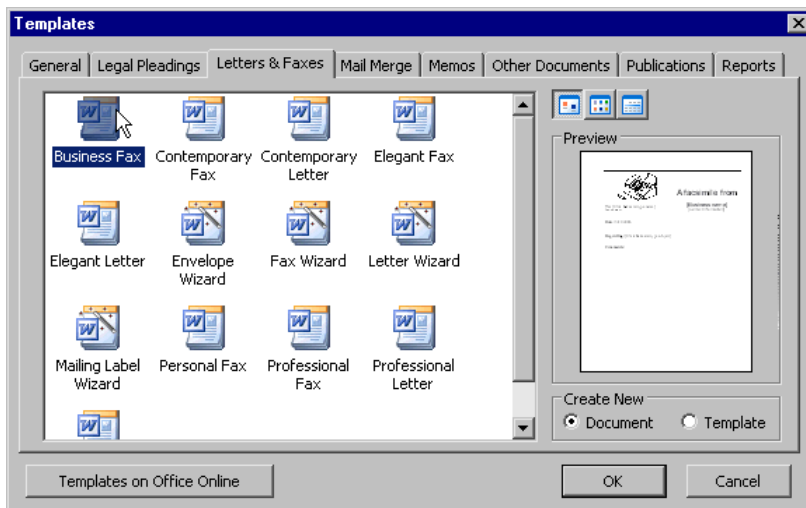
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Templates


Create a Template

Accessing Library Templates

- From the main menu, choose **File > New** to open the **New Document** pane, and click on **On my computer** to open the **Templates** dialog box:



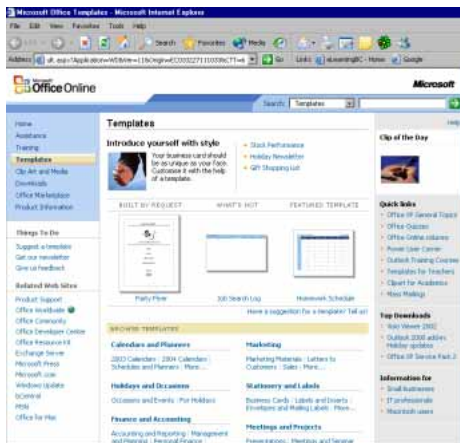
- Click on the **Letters & Faxes** tab.
- Click on **Business Fax** to select it.
- Click on **OK**.
- The template opens in a new window, with fields you can fill in to customize the document:

		A facsimile from	
To: [Click here and type name] Fax number:		[Business name] [Contact information]	
Date:			
Regarding: [Click here and type subject]			
Comments:			

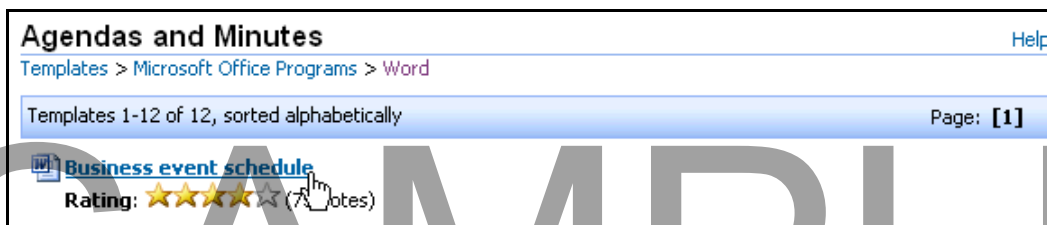
- Close the document without saving the changes.

Accessing Microsoft Templates

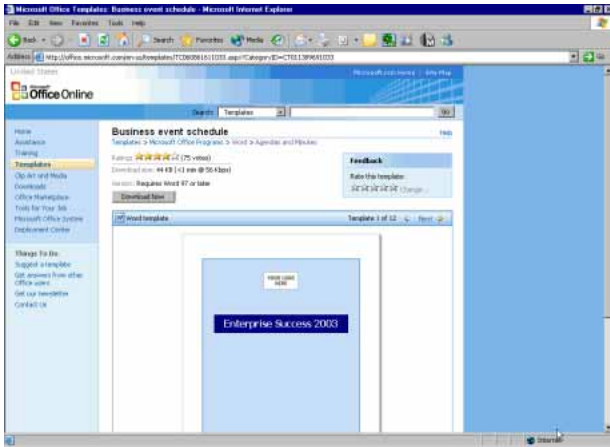
- From the main menu, choose **File > New** to open the **New Document** pane, and click on **Templates on Office Online** to link to the **Microsoft Office Template Gallery** through your Web browser:



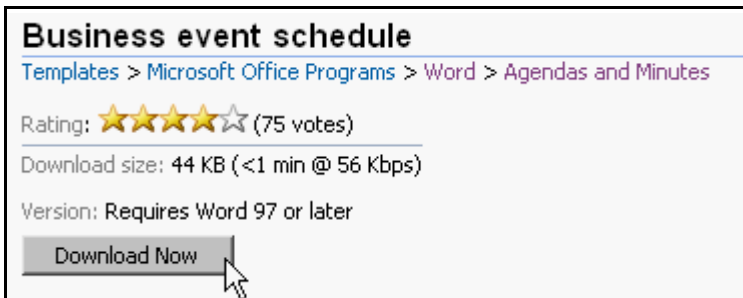
- Browse the template categories to locate the required template. Categories vary from **Marketing** to **Publications**, as well as **Education**.
- For a preview of the template, click on the category, then the name of the template. In this example, we selected **Microsoft Office Programs > Word > Agendas and Minutes > Business event schedule**:



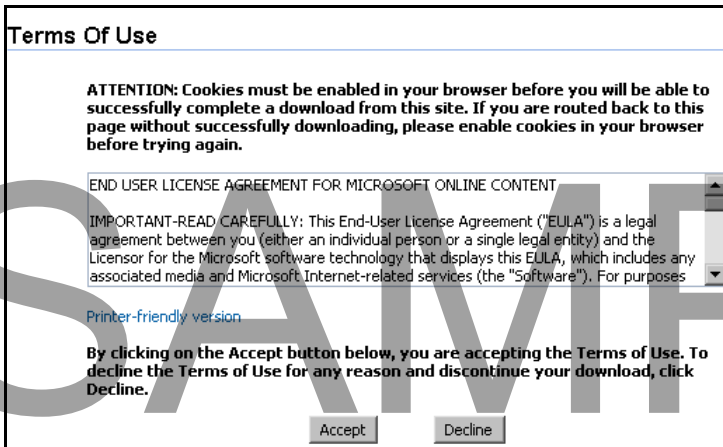
- The preview page will be displayed:



- Click **Download Now**:



- The **Terms of Use** page may open, if it is the first time you have accessed the **Microsoft Office** templates online:



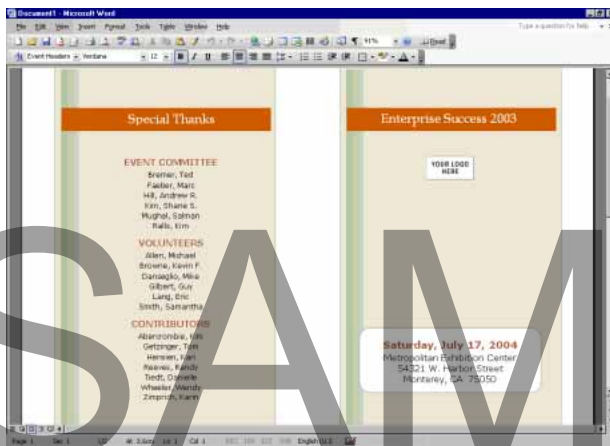
- Click **Accept**.
- When you access the site for the first time, a Microsoft **Security Warning** dialog box may ask your permission to install and run **Microsoft Office Templates**:



- Choose **Yes**, and then the template status can be previewed in the browser window.



- Click **Continue** to open the template in Word:

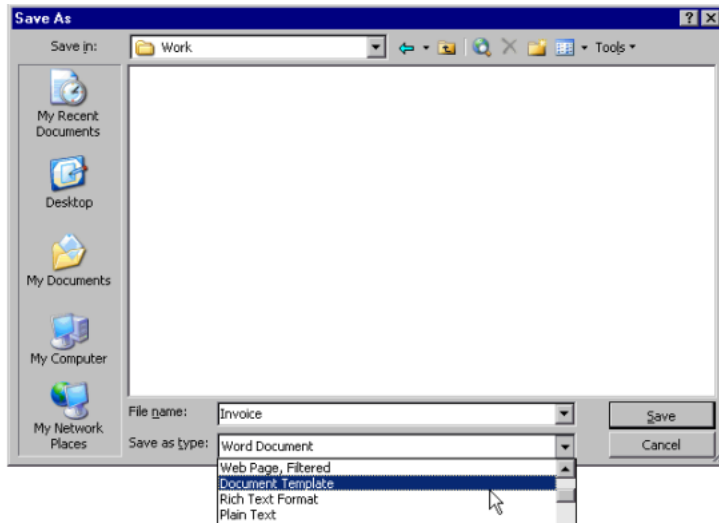


- Close the document without saving the changes.

Creating a Template from an existing document

- Open *Creating a Template.doc* from your **Word 2003 Foundation Samples** folder.
 - From the main menu, choose **File > Save As**.
-

- In the **Save as** type field, select **Document Template**:

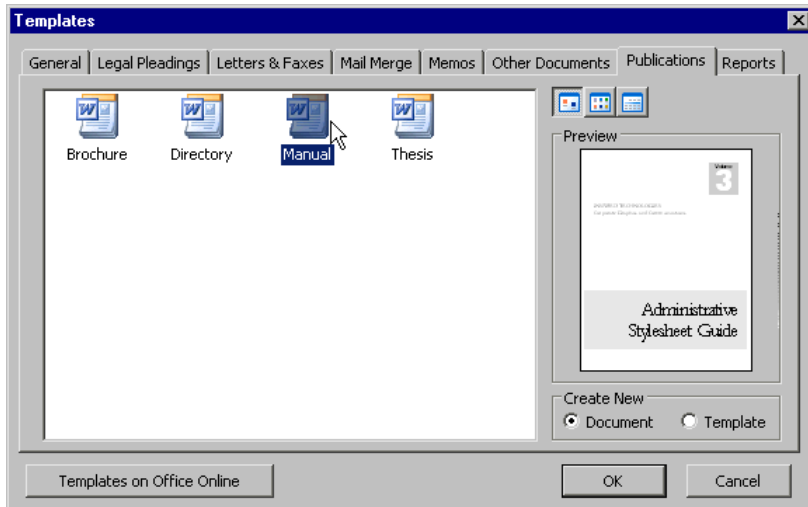


- The **Save in** field will alter to show the **Templates** folder where the new template will be saved.
- Type ***Creating a Template.dot*** in the **File name** field.
- Click **Save**.
- Close the template.

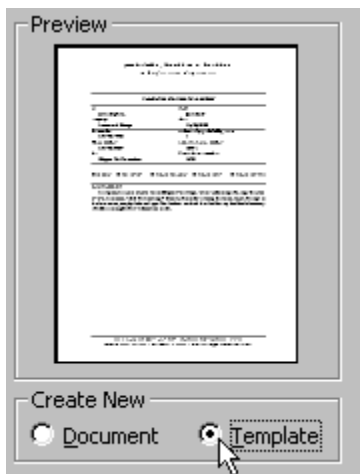
Selecting a Template from the Templates dialog box

- From the main menu, choose **File > New** to open the **New Document** task pane.
- Click on **On my computer** to open the **Templates** dialog box.
- Click on the **Publications** tab.
- Select **Manual**:

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- Select the **Template** option in the **Create New** options area:



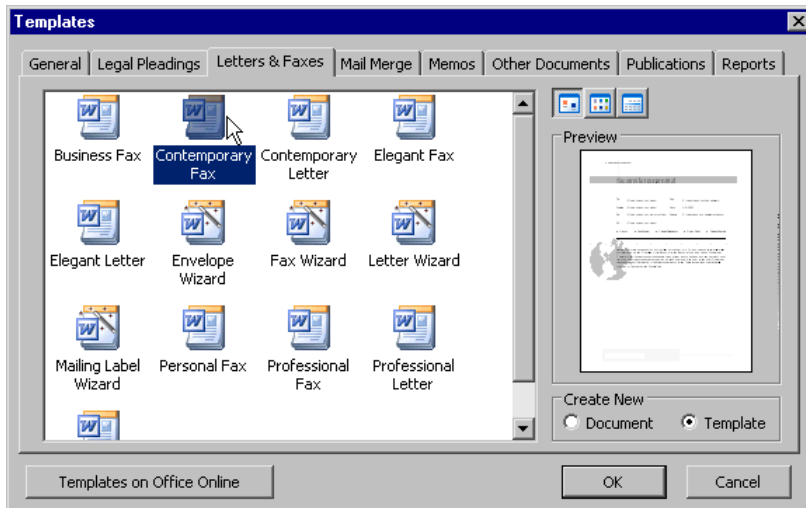
- This will create the item as a template rather than a one-time document.
- Click **OK**.
- The new template will open. Highlight the text **INSPIRED TECHNOLOGIES** and changes the font to **Arial, size 36**.
- From the main menu, select **File > Save**.
- Type **Selecting a Template.dot** in the **File name** field of the **Save** dialog box.
- Click on **Save**.

Note: If a Microsoft Office Word dialog box appears, click **OK**.

- Close the document.

Modifying a Template

- From the main menu, choose **File > New** to open the **New Document** task pane.
- Click on **On my computer** to open the **Templates** dialog box.
- Click on the **Letters & Faxes** tab.
- Select **Contemporary Fax**:



- Click **OK**.
- From the main menu, choose **File > Save As** to save the template as a template file.
- Confirm that **Document Template** is selected in the **Save as type** field.
- Click **Save**. You can now modify and resave the template to suit your needs.
- Close the document.

Styles

Creating Paragraph Styles

- Create a blank new document.
- Type your name.
- Highlight the text and change the font to **Courier New**, and the Font color to **Teal**.
- Ensure the text is still highlighted.
- If not already open, from the main menu, choose **View > Toolbars > Formatting** to open the **Formatting** toolbar at the top of the document.
- Click inside the **Style** field in the **Formatting** toolbar:



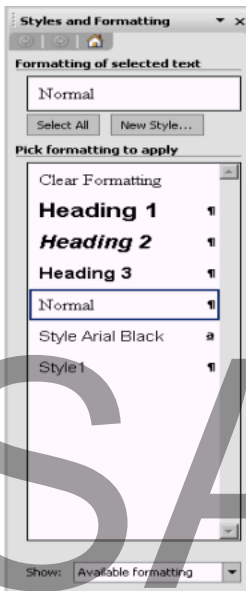
- The Style currently named in the field will be highlighted.
- Enter **Sample Style** in the **Style** field, and press **Enter**:



- Close the document without saving the changes.

Creating and Applying Style from the New Style dialog box

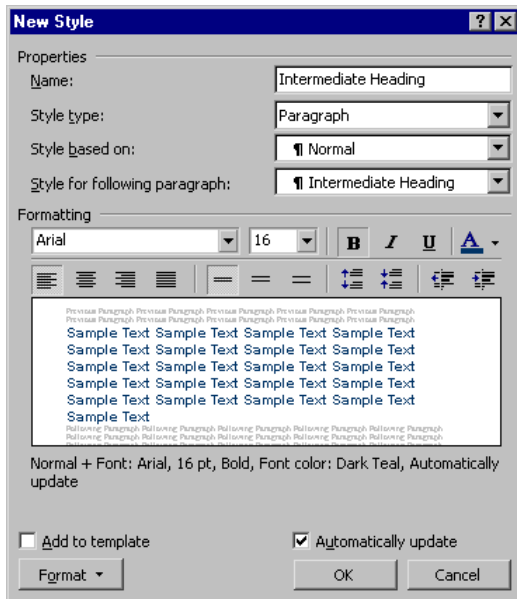
- Create a new blank document.
- From the main menu, choose **Format > Styles and Formatting** to display the **Styles and Formatting** pane:



- Click the **New Style** button in the **Formatting of selected text** section:

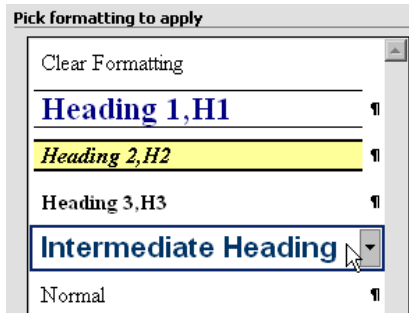


- This opens the **New Style** dialog box where we will enter the following:



Name - **Intermediate Heading**
Style Type - **Paragraph**
Font Name - **Arial**
Font Size - **16**
Style - **Bold**
Color - **Dark Teal**
Alignment - **Left**
Spacing - **Single Spacing**
Automatically Update - **Checked**

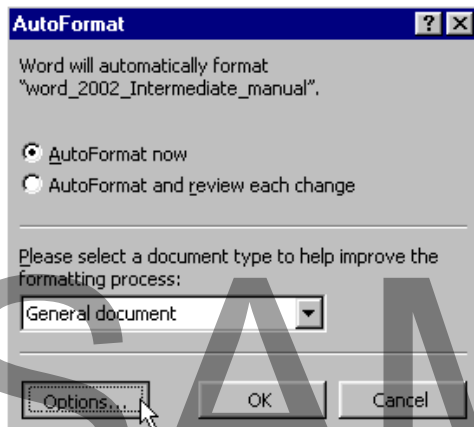
- Click the **OK** button.
- Click on the **Intermediate Heading** style that is now listed in the **Styles and Formatting** task pane:



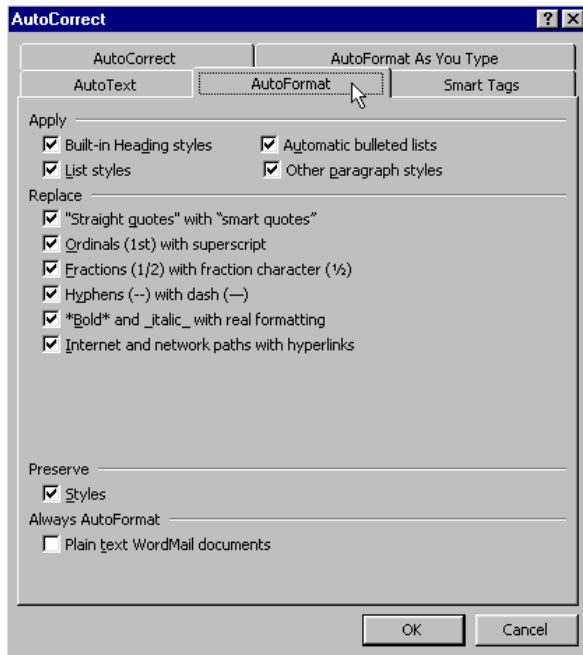
- Type your name. Notice that the text is in the new style you created.
- From the main menu, select **File > Save**.
- Save the document in your **Word 2003 Foundation Samples** folder as **Styles.doc**.
- Close the document.

Applying multiple Styles at the same time

- Open **Styles.doc** from your **Word 2003 Intermediate Samples** folder.
- From the main menu, choose **Format > AutoFormat** to open the **AutoFormat** dialog box
- Select the **Options** button:



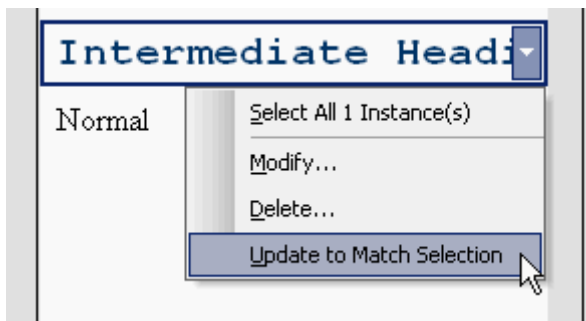
- This will open the **AutoCorrect** dialog box:



- Select the **AutoFormat** tab.
- In the **Apply** options, look over the types of **Styles** which Word can apply to a document: **Built-in Heading styles**, **List styles**, **Automatic bulleted lists** or **Other paragraph styles**.
- In the **Replace** options, look over the typing **Styles** Word can replace in the document.
- Click **Cancel** to close the **AutoCorrect** dialog box.
- Click **Close** again to close the **AutoFormat** dialog box.
- Close **Styles.doc** without saving the changes.

Modifying a Style quickly

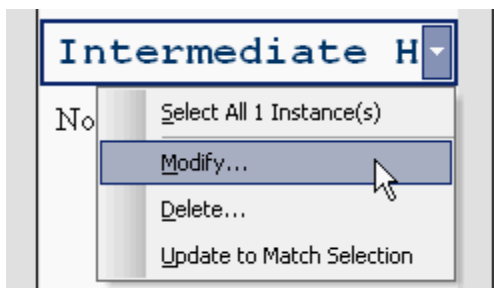
- Open **Styles.doc** from your **Word 2003 Intermediate Samples** folder.
- Highlight the text.
- Change the **Font** to **Courier New**.
- From the main menu, choose **Format > Styles and Formatting** to open the **Styles and Formatting** task pane.
- In the **Styles and Formatting** task pane, select **Intermediate Heading**.
- Right-click on the name and from the pop-up menu, select **Update to Match Selection**:



- Save the changes and close the document.

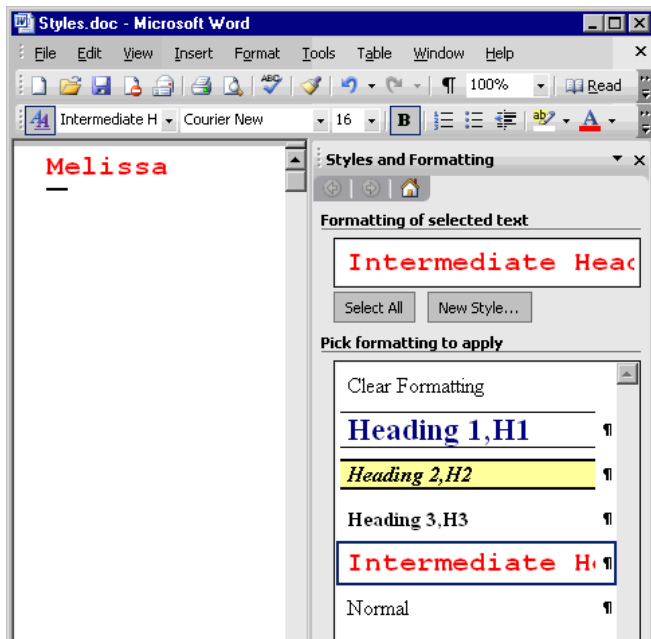
Modifying a Style with the Modify Style dialog box

- Open *Styles.doc* from your **Word 2003 Intermediate Samples** folder.
- From the main menu, choose **Format > Styles and Formatting** to open the **Styles and Formatting** pane.
- In the **Pick formatting to apply** area, click on the arrow to the right of **Intermediate Heading**.
- From the pop up box which appears, select **Modify**:



- This will open the **Modify Style** dialog box.
- Change the Font color to **Red**.
- Click **OK**.
- Notice that the Style has been updated in the document as well as in the **Styles and Formatting** task pane:

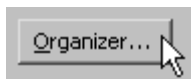
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- Save the changes and close the document.

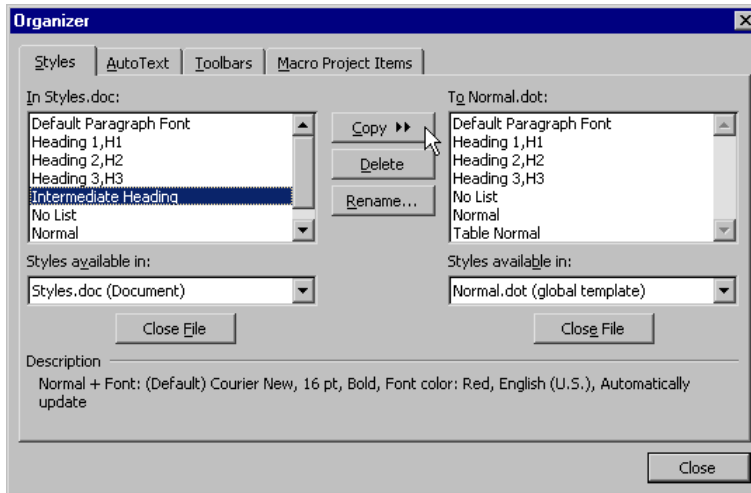
Organizing Styles

- Open **Styles.doc** from your **Word 2003 Intermediate Samples** folder.
- From the main menu, choose **Tools > Templates and Add-Ins** to open the **Templates and Add-Ins** dialog box.
- Click the **Organizer** button to open the **Organizer** dialog box:



- In the **Styles** tab, the window on the left shows all Styles which are in **Styles.doc**, while the window on the right shows the Styles which match the normal template.
- Select **Intermediate Heading** from the left window, and click on **Copy** to copy the Style to the **Normal** template:

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- Click the **Close** button to return to the editing window.
- Save and close the **Style.doc** document.
- Open a new blank document.
- From the main menu, select **Format > Styles and Formatting** to open the **Styles and Formatting** task pane.
- Notice that the **Intermediate Heading** is now listed in the Normal template.
- Close the document without saving the changes.

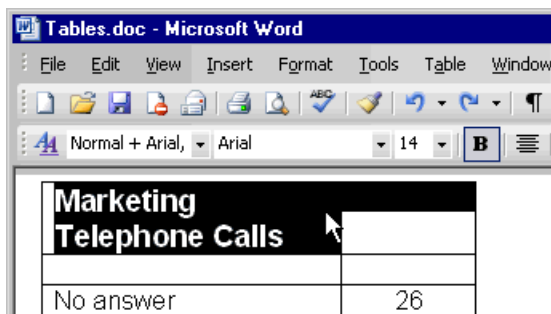
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Tables

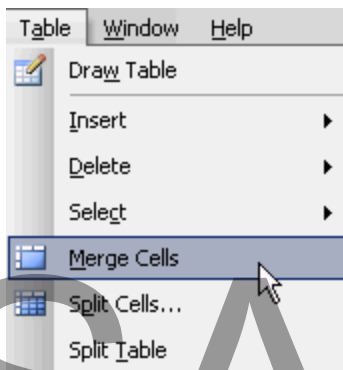
Edit Cells and Charts

Merging Cells in a Table

- Open *Tables.doc* from your **Word 2003 Intermediate Samples** folder.
- Highlight the top row of cells:



- From the main menu, choose **Table > Merge Cells**:



- The selected **cells** within a row will now be combined within a **single cell**:

Marketing Telephone Calls	
No answer	26

- Save and close the document.

Sorting Data

- Open **Tables.doc** from your **Word 2003 Intermediate Samples** folder.
- If the **Tables and Borders** toolbar is not already visible, select **View > Toolbars > Tables and Borders**.
- Click anywhere inside the table.
- Click on the **Sort Descending** button on the **Tables and Borders** toolbar. Notice how the data in the table changes:

Marketing Telephone Calls	
Wrong number	15
Total number of calls	
Number out of service	36
No answer	26
Left message	30
Contact made	15

- Now click on the **Sort Ascending** button on the **Tables and Borders** toolbar:

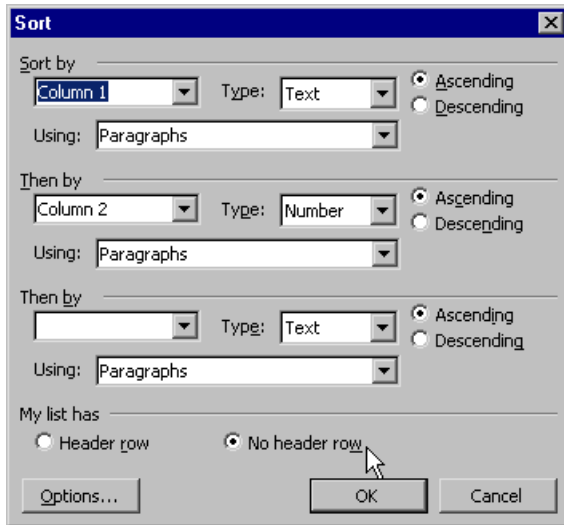
Marketing Telephone Calls	
Contact made	15
Left message	30
No answer	26
Number out of service	36
Total number of calls	
Wrong number	15

- Close the document without saving the changes.

More Sorting control and options

- Open **Tables.doc** from your **Word 2003 Intermediate Samples** folder.
- Highlight everything in the table except the first row.
- From the main menu, choose **Table > Sort** to open the **Sort** dialog box:

SAMPLE



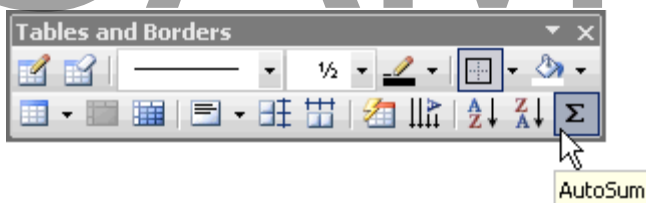
- Ensure **No header row** is selected in the **My list has** area.
- In the **Sort by** area, choose **Column 1** from the drop down menu.
- In the first **Then by** drop down list, choose **Column 2**.
- Click **OK** to return to the editing window and view the results:

Marketing Telephone Calls	
Contact made	15
Left message	30
No answer	26
Number out of service	36
Total number of calls	
Wrong number	15

- Close the document without saving the changes.

Performing Calculations

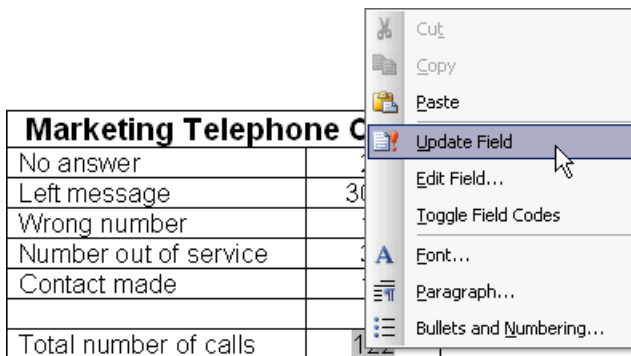
- Open *Tables.doc* from your **Word 2003 Intermediate Samples** folder.
- Click in the empty cell to the right of **Total number of calls**.
- Click on the **AutoSum** button in the **Tables and Borders** toolbar:



- Notice that calls have been added and the total is displayed:

Marketing Telephone Calls	
No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15
Total number of calls	122

- Change the number in the **Left message** row from 30 to 3000.
- Right-click on the calculated field and select **Update Field** from the pop-up menu:



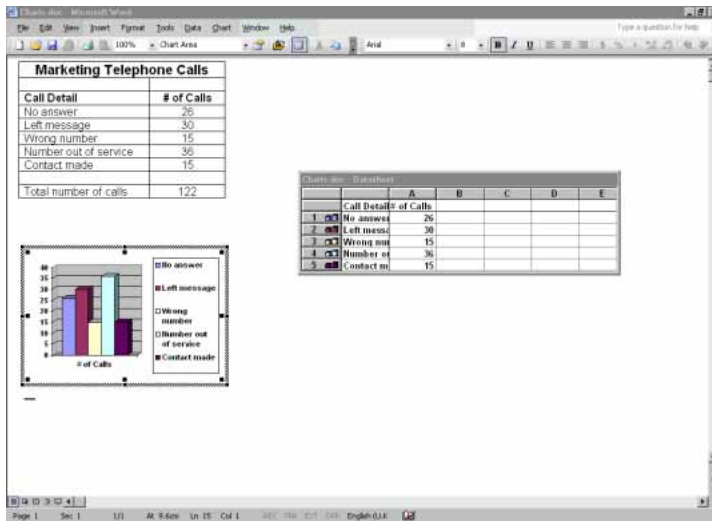
- The total will be updated to reflect the changes you made to the date.
- Close the document without saving the changes.

Creating a Chart based on Table Data

- Open *Charts.doc* from your **Word 2003 Intermediate Samples** folder.
- Select the main body of the table, as illustrated:

Marketing Telephone Calls	
Call Detail	# of Calls
No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15
Total number of calls	122

- From the main menu, choose **Insert > Picture > Chart**.
- Word automatically creates a chart and a data sheet based on the cells that were highlighted:



- Click outside of a chart to return to the normal **Word** mode, then double-click on the chart to return to the Graph mode.
- Notice how the **Graph toolbars** and **menus** temporarily replace the standard toolbars and menus. While the chart is selected, you are working in the **Graph** mode:

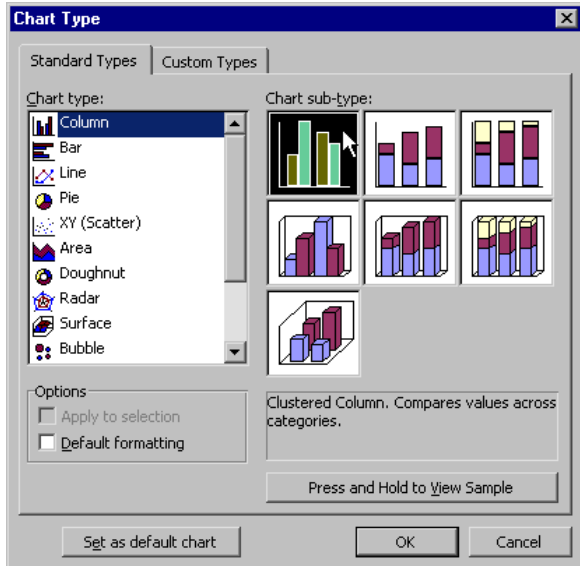


- Save and close *Charts.doc*.

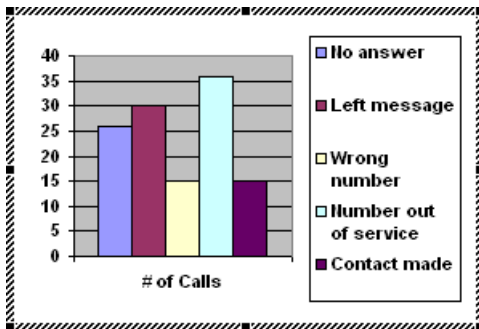
Modifying a Chart based on Table Data

- Open *Charts.doc* from your **Word 2003 Intermediate Samples** folder.
- Double-click the chart to select it.
- From the main menu, choose **Chart > Chart Type** to open the **Chart Type** dialog box:

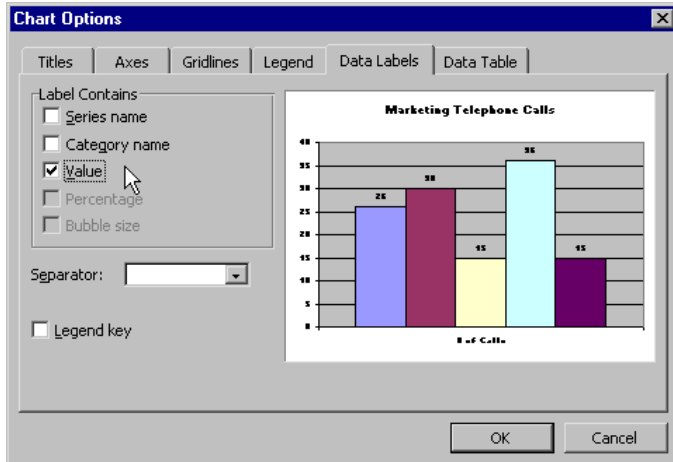
SAMPLE



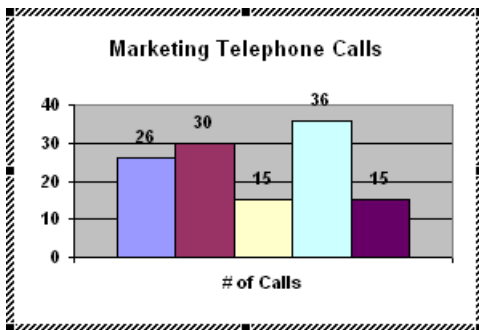
- Select the **Clustered Column** style from the **Chart sub-type** area.
- Click **OK**.
- Notice that the 3-D effects have been removed from the chart:



- With the chart still selected, from the main menu, choose **Chart > Chart Options** to open the **Chart Options** dialog box.
- Click on the **Titles** tab and type *Marketing Telephone Calls* in the **Chart title** field.
- Click on the **Legend** tab and deselect the **Show legend** check box.
- Click on the **Data Labels** tab and select the **Value** check box:



- Click **OK**.
- Notice the changes in the chart:



- Save the changes and close the document.

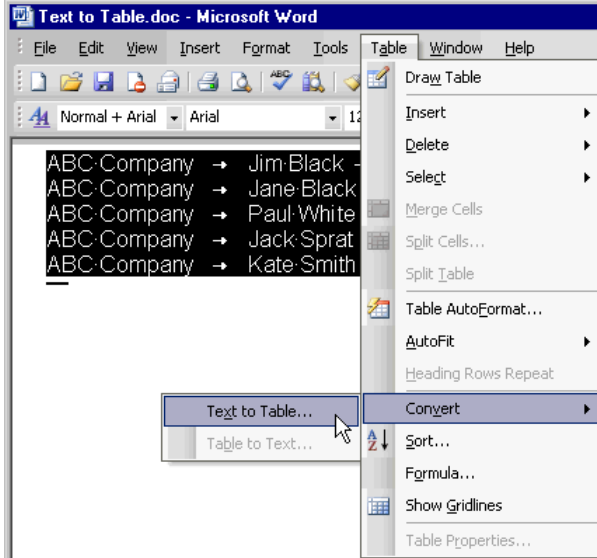
Converting Tabbed Text into a Table

- Open *TextToTable.doc* from your **Word 2003 Intermediate Samples** folder.
- Press **Ctrl+A** to select all:

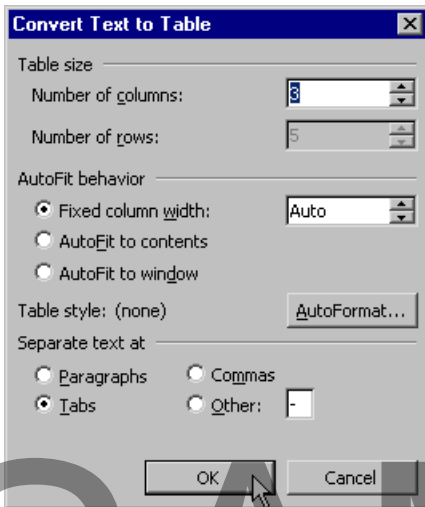
```

ABC Company → Jim Black → President
ABC Company → Jane Black → Vice-President
ABC Company → Paul White → CEO
ABC Company → Jack Sprat → VP Sales
ABC Company → Kate Smith → CFO
    
```

- From the main menu, choose **Table > Convert > Text to Table**:



- In the **Convert Text to Table** dialog box leave all options as the default and click **OK**:



- The text is now placed in a table:

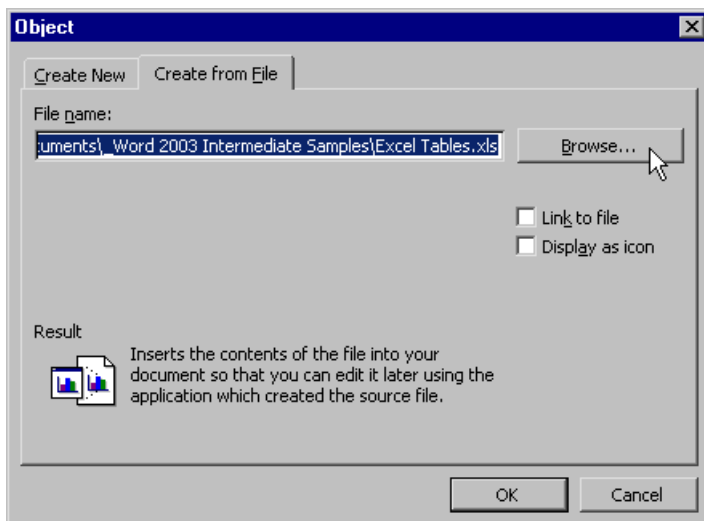
ABC Company	Jim Black	President
ABC Company	Jane Black	Vice-President
ABC Company	Paul White	CEO
ABC Company	Jack Sprat	VP Sales
ABC Company	Kate Smith	CFO

- Close the document without saving the changes.

Excel Tables

Opening an Excel Table

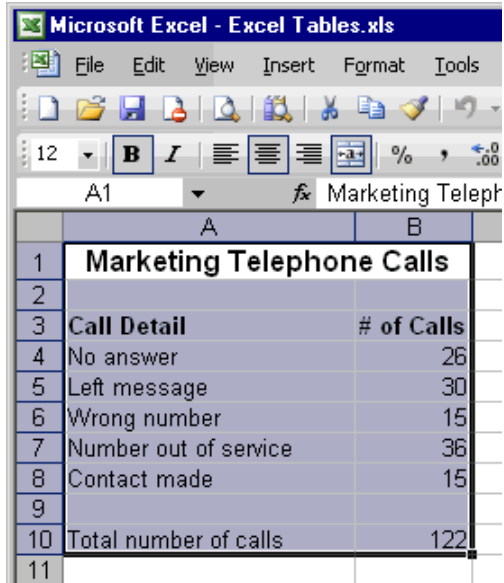
- Create a new blank document.
- From the main menu, choose **Insert > Object** to open the **Object** dialog box:



- Click on the **Create from File** tab.
- Click on the **Browse** button and navigate to your **Word 2003 Intermediate Samples** folder. Select **Excel Tables.xls** and click **Insert**.
- Click **OK** to close the **Object** dialog box.
- The Excel File is now inserted into the document.
- Save the document as **Excel Tables.doc** in your **Word 2003 Intermediate Samples** folder.
- Close the document.

Linking Excel Data in a Table

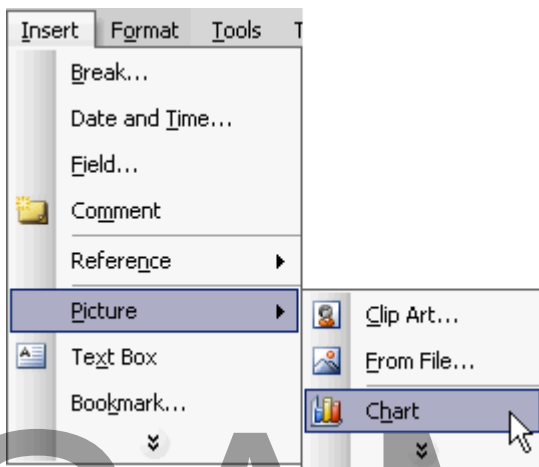
- Start **Excel 2003**, and open the **Excel Tables.xls** file from your **Word 2003 Intermediate Samples** folder.
- Select and copy cells **A:1** through to **B:10**:



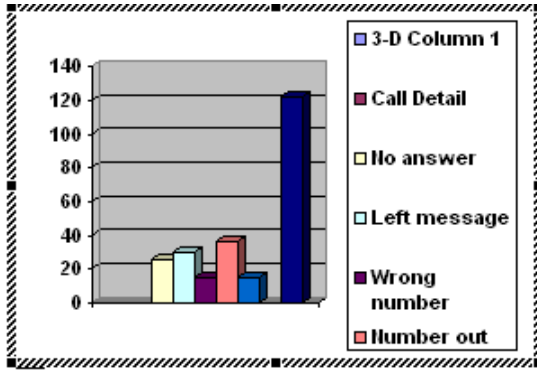
The screenshot shows a Microsoft Excel spreadsheet titled "Excel Tables.xls". The active cell is A1, containing the text "Marketing Telephone Calls". The spreadsheet contains the following data:

	A	B
1	Marketing Telephone Calls	
2		
3	Call Detail	# of Calls
4	No answer	26
5	Left message	30
6	Wrong number	15
7	Number out of service	36
8	Contact made	15
9		
10	Total number of calls	122
11		

- Open Word 2003 and create a new blank document.
- From the main menu, select **Insert > Picture > Chart**:



- Select the datasheet.
- From the main menu, choose **Edit > Paste Link**.
- Because there is already information in the datasheet, a dialog box will open asking if the information should be overwritten by the linked information.
- Click **OK**.
- The copied information from the **Excel sheet** will now appear in the datasheet, and will be represented in the chart:



	A	B	C	D
Marketing Telephone Calls				
1	3-D Column			
2	Call Detail	# of Calls		
3	No answer	26		
4	Left messag	30		

- Exit Excel 2003.
- Close the document without saving the changes.

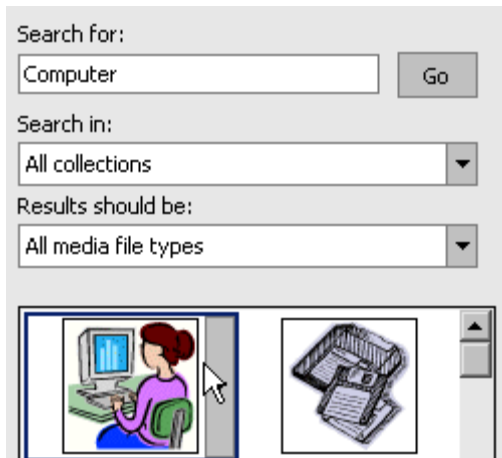
SAMPLE

Graphics

Including Graphics

Inserting a Clip Art Image

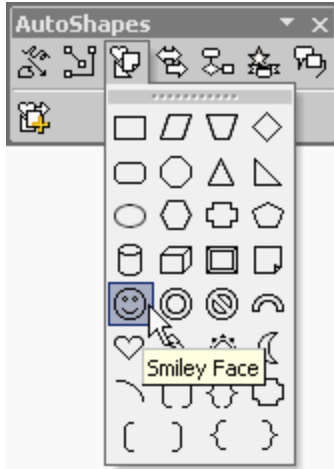
- Create a new blank document.
- From the main menu, choose **Insert > Picture > Clip Art** to open the **Clip Art** task pane.
- Type **Computer** in the **Search for** field.
- Click on the **Go** button.
- Click on any thumbnail image to instantly insert it into the document:



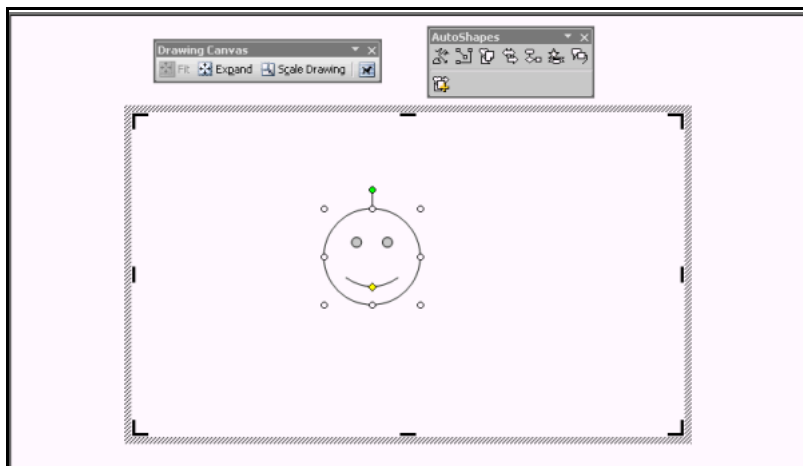
- Close the document without saving the changes.

Adding an AutoShape

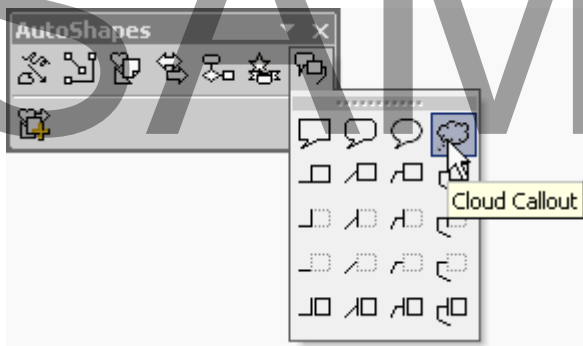
- Create a new blank document,
- From the main menu, choose **Insert > Picture > AutoShapes** to open the **AutoShapes** toolbox.
- Click on the **Basic Shapes** button and select the **Smiley Face**:



- Click your mouse inside the box in the Editing window that says **Create your drawing here** (the drawing canvas).
- The **Smiley Face** is inserted into the document:



- Now click on the **Callouts** button on the **AutoShapes** toolbar and select the **Cloud Callout**:

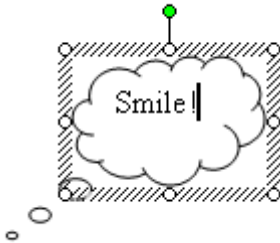


- Click inside the drawing canvas to insert the **callout shape** above and to the right of the **Smiley Face**.
-

- Select the **Smiley Face** and hover your cursor on the edge of the drawing until it becomes the move cursor. Move it closer to the **callout shape**, as illustrated:



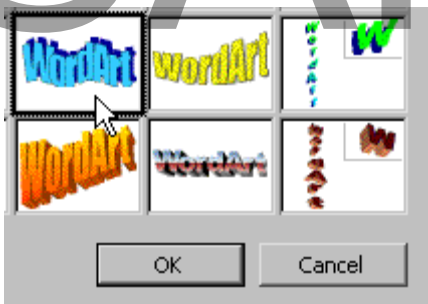
- Click inside the callout shape and type **Smile!**:



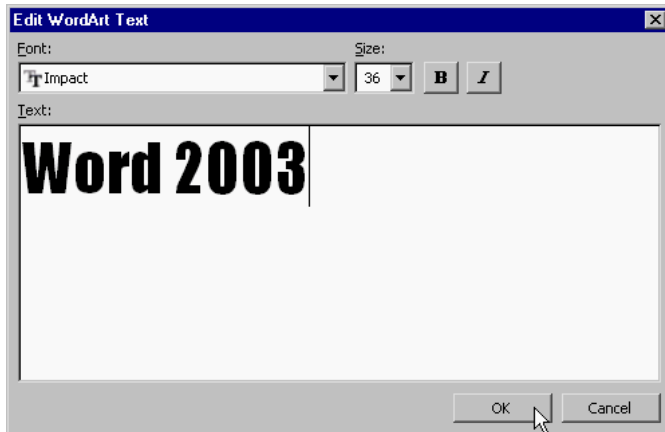
- Click outside of the drawing canvas to view your masterpiece!
- Close the **AutoShapes** toolbar.
- Close the document without saving the changes.

Inserting WordArt

- Create a new blank document.
- From the main menu, choose **Insert > Picture > WordArt** to open the **WordArt Gallery** dialog box.
- Select the style pictured below:



- Click **OK**.
- In the **Edit WordArt Text** dialog box, type **Word 2003**:



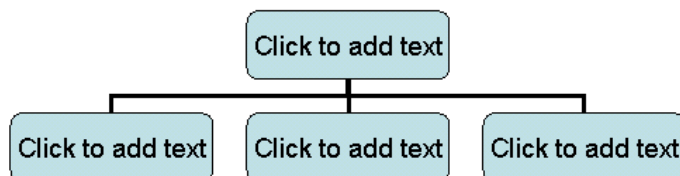
- Click **OK**.
- The **WordArt** now appears in the Editing window:



- Close the document without saving the changes.

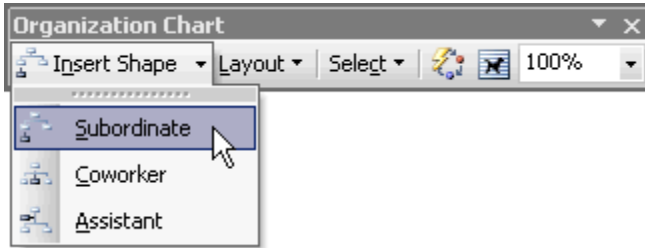
Inserting an Organization Chart

- Create a new blank document.
- From the main menu, choose **Insert > Picture > Organization Chart**.
- The base chart will open on the page, along with the **Organization Chart** toolbox:

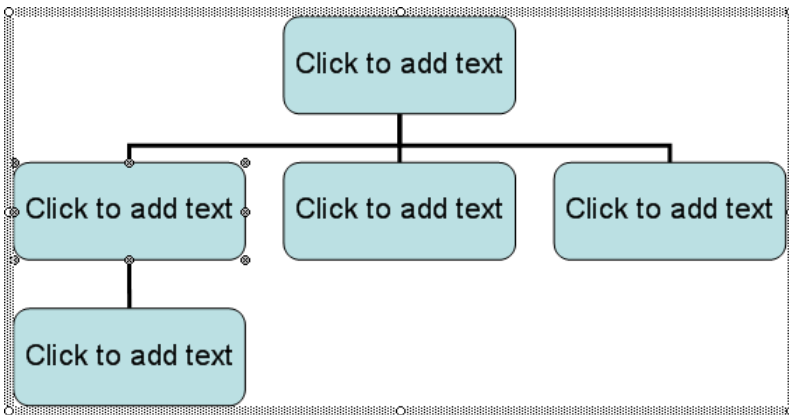


- Click on the shape on the bottom left.
-

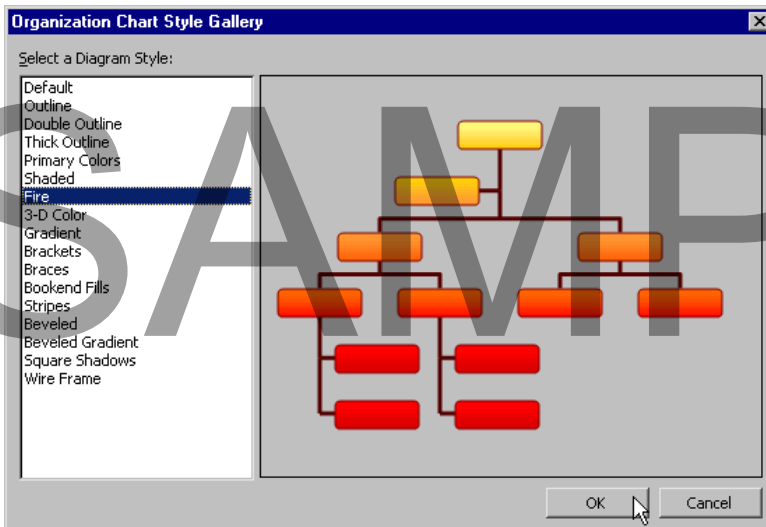
- Click on the **Insert Shape** down arrow on the **Organization Chart** toolbar and choose **Subordinate**:



- A subordinate shape is added to the chart:

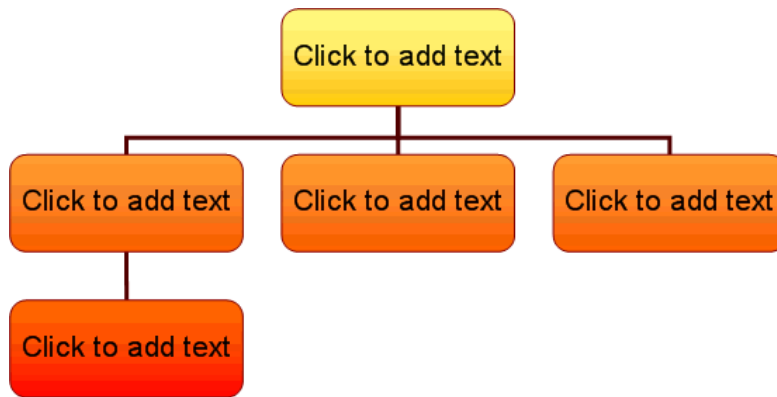


- Click on the **AutoFormat** button on the Organization Chart toolbar to open the **Organization Chart Style Gallery** dialog box. Choose **Fire** from the **Select a Diagram Style** list:



- Click **OK**.

- Observe the changes to the format:



- Close the document without saving the changes.

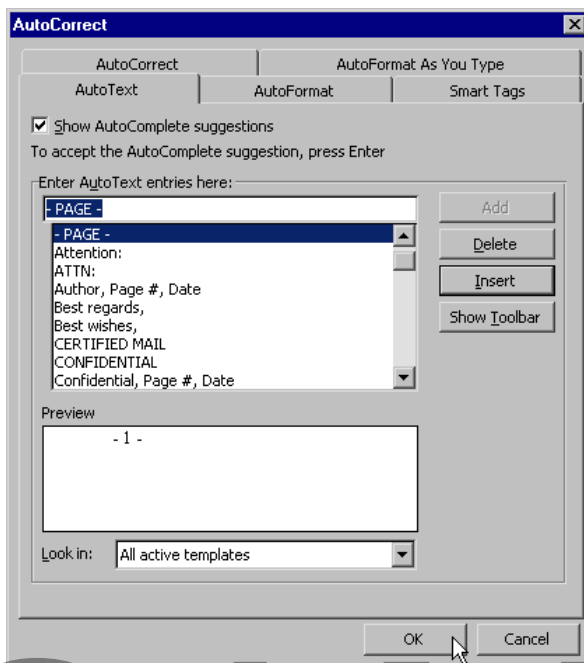
SAMPLE

Text

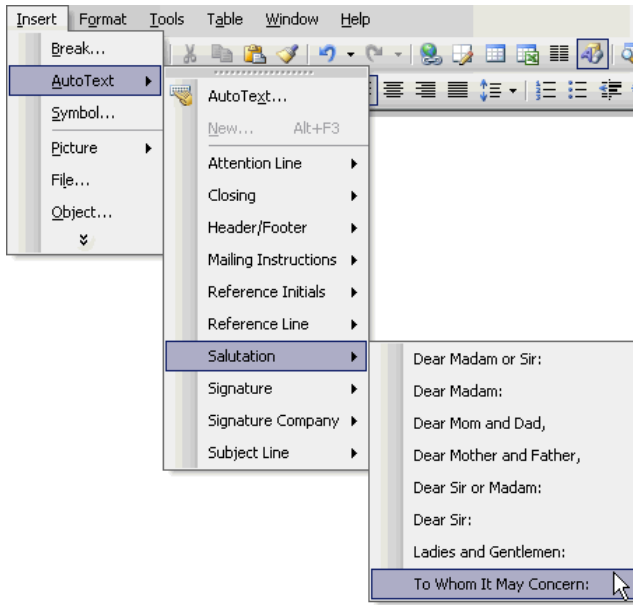
Insert Text

Using Automatic Text Features

- Create a new blank document.
- From the main menu, choose **Insert > AutoText > AutoText** to open the **AutoCorrect** dialog box set to the **AutoText** tab:



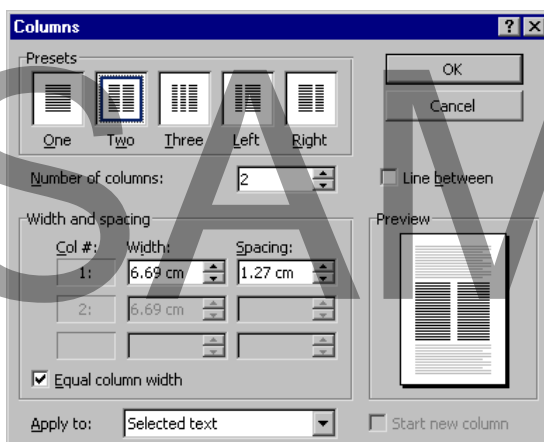
- Select **-PAGE-** from the window under the **Enter AutoText entries here** field.
- Click the **Insert** button to return to the Editing window, where the page number will be inserted.
- Press the **Enter** button a couple of times.
- From the main menu, choose **Insert > AutoText > Salutation > To Whom It May Concern:**



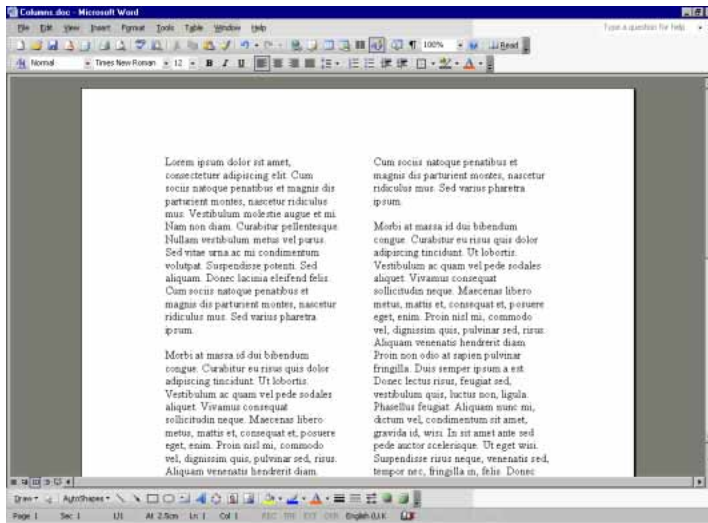
- The text is entered into the document instantly.
- Experiment with the other AutoText options.
- Close the document without saving the changes.

Formatting Text into Columns

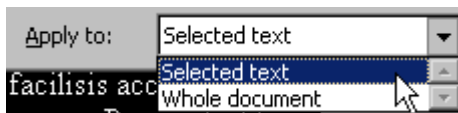
- Open *Columns.doc* from your **Word 2003 Intermediate Samples** folder.
- Ensure you are in the **Print Layout** view.
- From the main menu, choose **Format > Columns** to open the **Columns** dialog box:



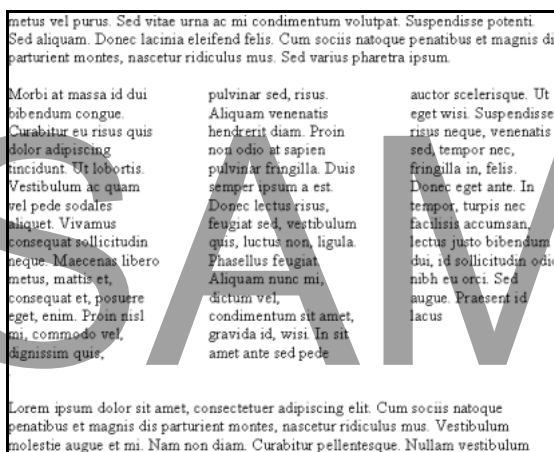
- Click on **Two** in the **Presets** area.
- Click **OK** to return to the Editing window. The text is now in two columns:



- Click on the **Undo** button on the **Standard** toolbar to reset the text.
- Highlight the second paragraph.
- From the main menu, choose **Format > Columns**.
- Click on **Three** in the **Presets** area, and then choose **Selected text** from the **Apply to** drop down menu:



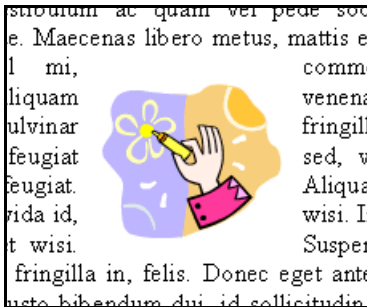
- Click **OK** to return to the Editing window. Notice that only the second paragraph is in columns:



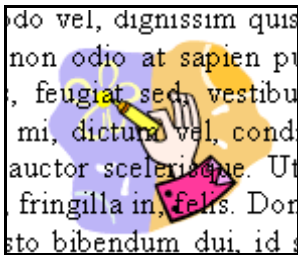
- Close the document without saving the changes.

Wrapping Text around a Graphic

- Open *Wrapping Text.doc* from your **Word 2003 Intermediate Samples** folder.
- From the main menu, select **View > Toolbars > Picture** to open the **Picture** toolbar,
- Select the **ClipArt** image.
- Click on the **Text Wrapping** button and select **Square**.
- Notice how the text now surrounds the picture:



- With the image still selected, click on the **Text Wrapping** button on the **Picture** toolbar and select **Behind Text**:



- Now the text is over the image.
- Close the **Picture** toolbar.
- Close the document without saving the changes.

Text Editing

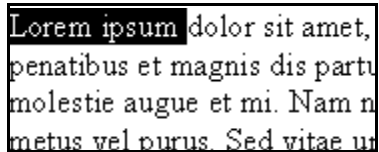
Deleting Blocks of Text

- Open *Text Editing.doc* from your **Word 2003 Intermediate Samples** folder.
 - Select the entire first paragraph.
 - Press the **Delete** key on your keyboard.
 - Select the entire second paragraph.
 - Right-click on it and select **Cut** from the pop-up menu.
-

- Close the document without saving the changes.

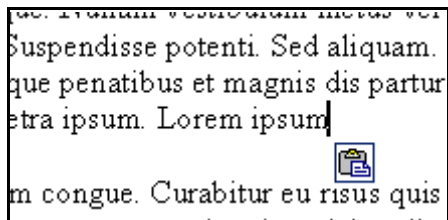
Moving Text

- Open *Text Editing.doc* from your **Word 2003 Intermediate Samples** folder.
- Select *Lorem ipsum* from the first paragraph:



Lorem ipsum dolor sit amet,
penatibus et magnis dis partu
molestie augue et mi. Nam n
metus vel purus. Sed vitae ut

- From the main menu, choose **Edit > Cut**.
- Place your cursor at the end of the first paragraph.
- From the main menu, choose **Edit > Paste**.
- The text is removed from the beginning of the paragraph, and moved to the end:

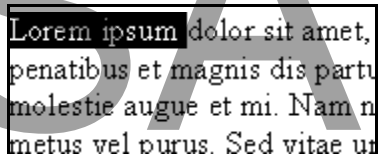


Suspendisse potenti. Sed aliquam.
que penatibus et magnis dis partur
etra ipsum. Lorem ipsum
m congue. Curabitur eu risus quis

- Close the document without saving the changes.

Copying Text

- Open *Text Editing.doc* from your **Word 2003 Intermediate Samples** folder.
- Select *Lorem ipsum* from the first paragraph:



Lorem ipsum dolor sit amet,
penatibus et magnis dis partu
molestie augue et mi. Nam n
metus vel purus. Sed vitae ut

- From the main menu, choose **Edit > Copy**.
 - Place your cursor at the end of the first paragraph.
 - From the main menu, choose **Edit > Paste**.
 - The text is copied from the beginning of the paragraph and added to the end:
-

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Vestibulum molestie augue et mi. Nam non diam. Curabitur pellentesque. Nullam vestibulum metus vel purus. Sed vitae urna ac mi condimentum volutpat. Suspendisse potenti. Sed aliquam. Donec lacinia eleifend felis. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed varius pharetra ipsum. Lorem ipsum

Morbi at massa id dui bibendum congue. Curabitur eu risus quis dolor adipiscing tincidunt. Ut lobortis. Vestibulum ac quam vel pede sodales aliquet. Vivamus

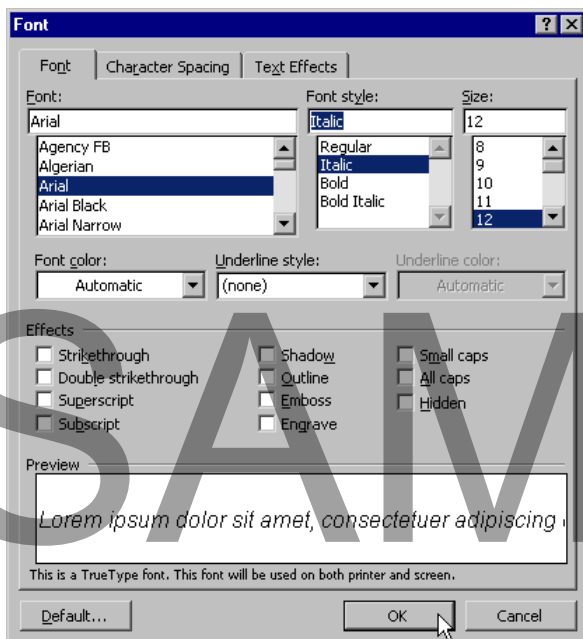


- Close the document without saving the changes.

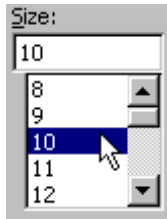
Text Formatting

Changing the Font, Font Size, and Color

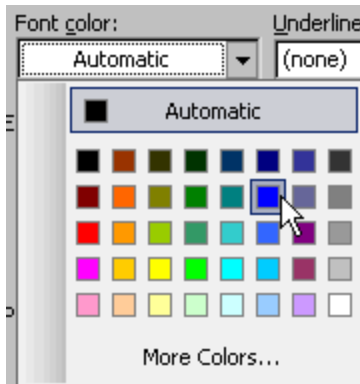
- Open *Text Formatting.doc* from your **Word 2003 Intermediate Samples** folder.
- Select the entire first paragraph.
- From the main menu, select **Format > Font** to open the **Font** dialog box:



- Change the **Font** to **Arial** and the **Font style** to **Italic**.
- In the **Size** scroll through field, select **10**:



- In the **Font color** drop-down menu, select **Blue**:



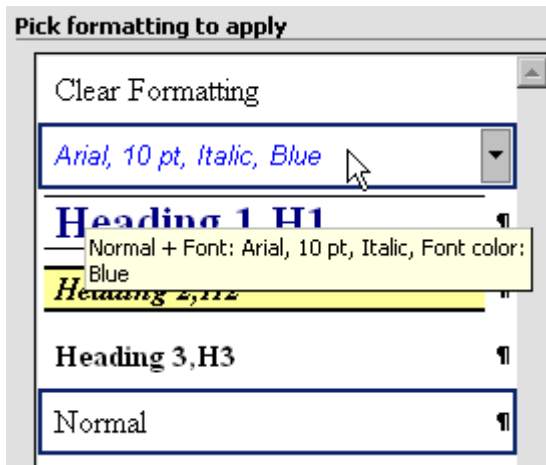
- Click **OK** to apply the changes to the text.
- Observe the changes in the Editing window:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Vestibulum molestie augue et mi. Nam non diam. Curabitur pellentesque. Nullam vestibulum metus vel purus. Sed vitae urna ac mi condimentum volutpat. Suspendisse potenti. Sed aliquam. Donec lacinia eleifend felis. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed varius pharetra ipsum.

- Save the file as ***My Text Formatting.doc*** and close the file.

Reusing Formatting

- Open ***My Text Formatting.doc*** from your **Word 2003 Intermediate Samples** folder.
 - Select the entire second paragraph.
 - From the main menu, choose **Format > Styles and Formatting** to display the **Styles and Formatting** pane.
 - Scroll through the **Pick formatting to apply** area to ***Arial, 10 pt, Italic, Blue*** and click on it:
-



- Notice that the formatting is applied instantly to the selected text.
- Save the changes and close the document.

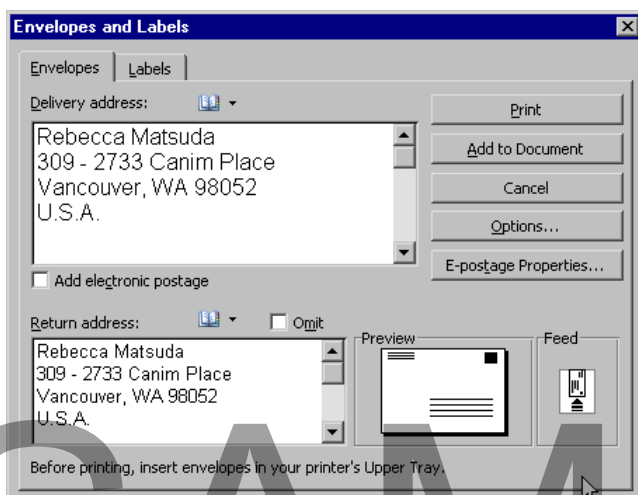
SAMPLE

Envelopes and Labels

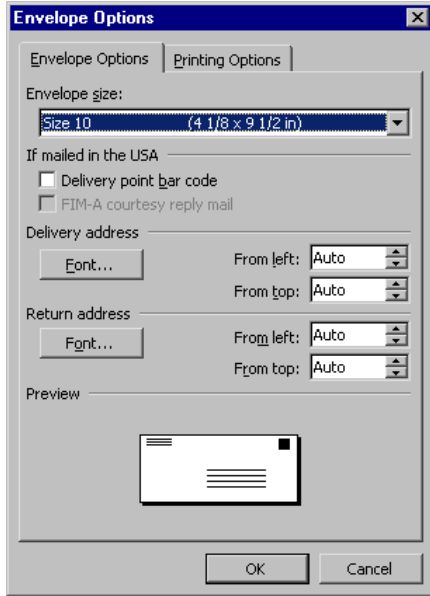
Envelopes

Creating Envelopes

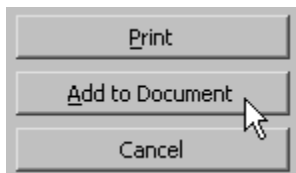
- Open **Envelopes.doc** from your **Word 2003 Intermediate Samples** folder.
- Select **View > Print Layout**.
- Highlight the text.
- From the main menu, choose **Tools > Letters and Mailings > Envelopes and Labels** to open the **Envelopes and Labels** dialog box.
- Select the **Envelopes** tab.
- Because the address was selected in the document, it has been added automatically to the **Delivery address** field.
- Type your address into the **Return address** field:



- Click on the **Options** button to open the **Envelope Options** dialog box.
- Select the **Envelope Options** tab:



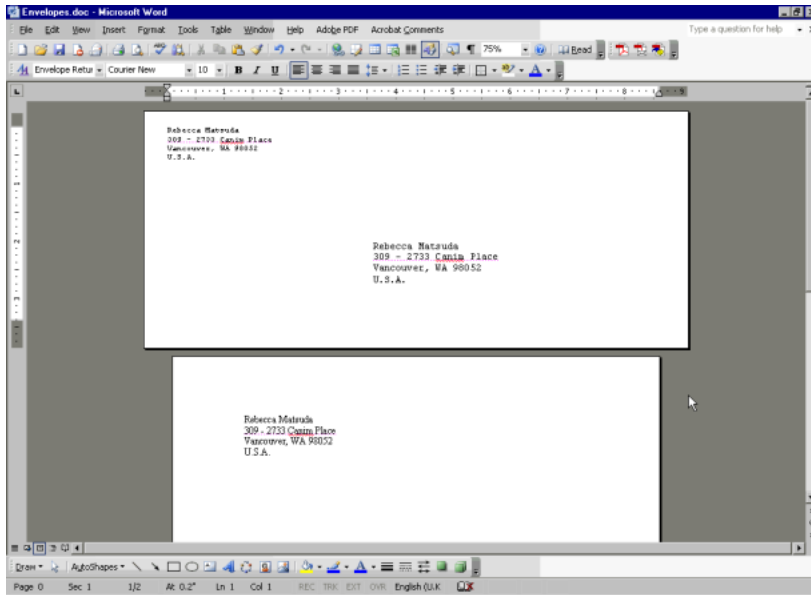
- Leave the **Envelope size** as the default size.
- Click on the **Font** button in the **Delivery address** area.
- Choose **Courier New** and click **OK**.
- Click on the **Font** button in the **Return address** area.
- Choose **Courier New** and click **OK**.
- Click **OK** to return to the **Envelopes and Labels** dialog box.
- Click **Add to Document**:



Note: If you see a warning dialog box asking you if you want to save the new return address as the default return address, click **No**.

- The Envelope becomes part of the document and can be viewed in the Editing window:

SAMPLE



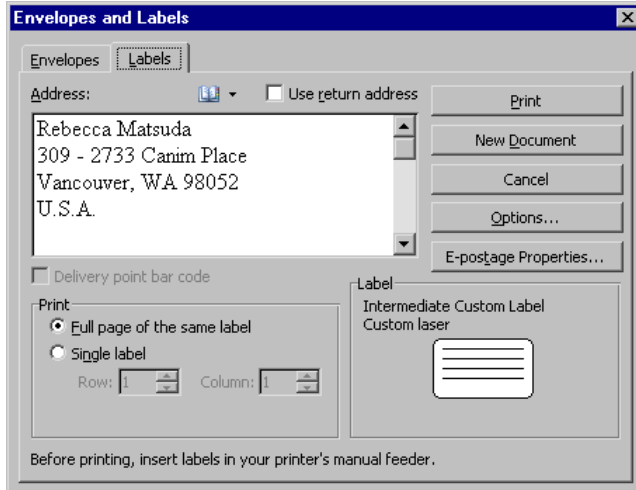
- Close the document without saving the changes.

Labels

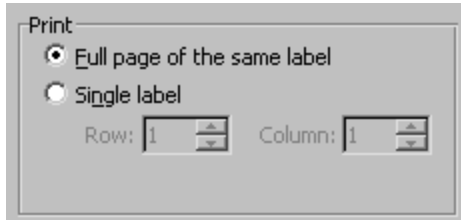
Creating Labels

- Open **Labels.doc** from your **Word 2003 Intermediate Samples** folder.
- From the main menu, select **View > Print Layout**.
- Highlight the text.
- From the main menu, choose **Tools > Letters and Mailings > Envelopes and Labels** to open the **Envelopes and Labels** dialog box.
- Select the **Labels** tab:

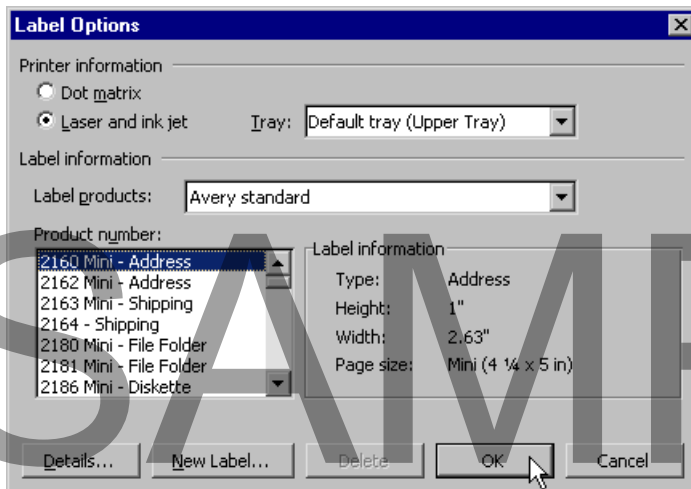
SAMPLE



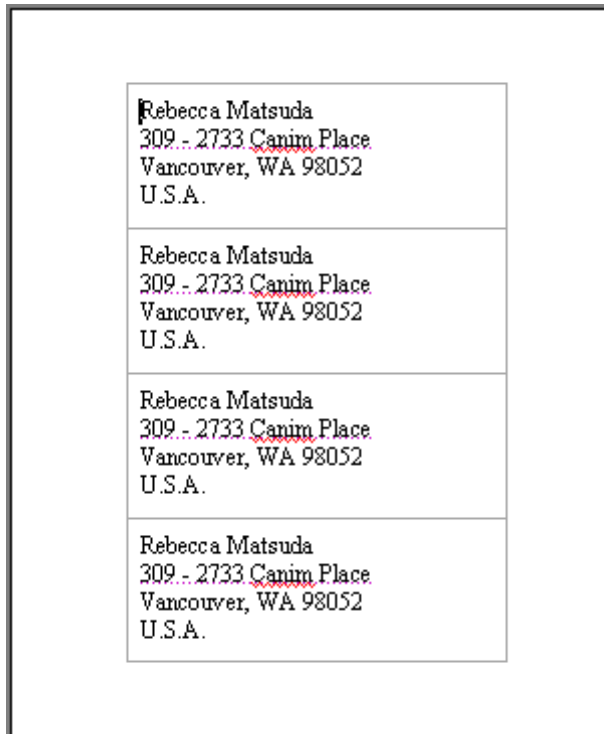
- In the **Print** options, select **Full page of the same label**:



- Click the **Options** button to open the **Label Options** dialog box:



- Select **Avery standard** from the **Label products** drop down list.
- Select **2160 Mini – Address** from the **Product number** list.
- Click on **OK** to return to the **Envelopes and Labels** dialog box.
- Click on **New Document**.
- Observe the labels in the **Editing** window:

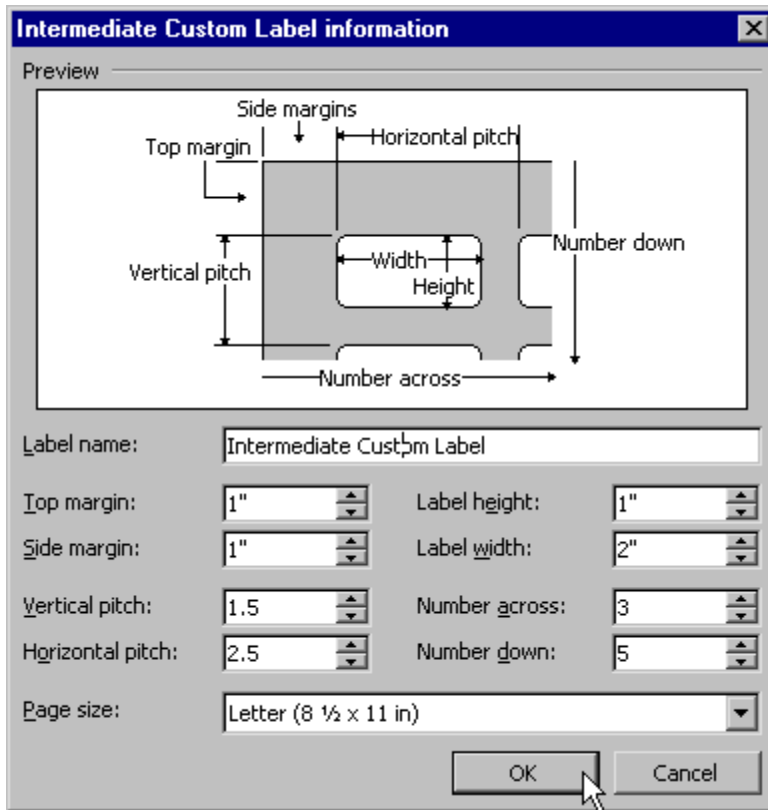


- Close the documents without saving the changes.

Creating Custom Labels

- Create a new blank document.
- From the main menu, select **View > Print Layout**.
- From the main menu, choose **Tools > Letters and Mailings > Envelopes and Labels** to open the **Envelopes and Labels** dialog box.
- Click on the **Options** button.
- Click the **New Label** button in the **Label Options** dialog box to open the **New Custom laser** dialog box:

SAMPLE



- Type ***Intermediate Custom Label*** in the Label name field.
- Select **Letter** from the **Page size** drop down menu.
- Enter the following dimensions:

Number across - 3

Number down - 5

Top margin - 1

Side margin - 1

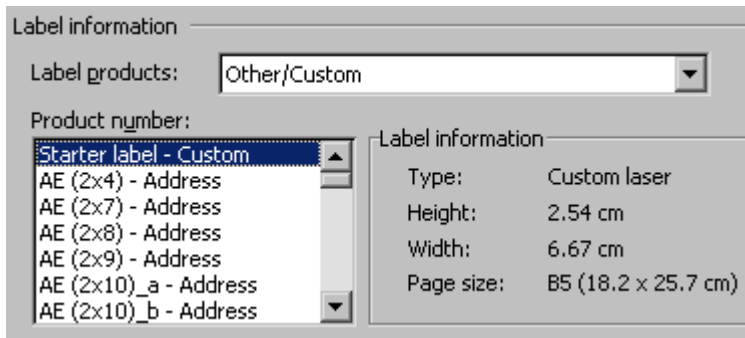
Vertical pitch - 1.5

Horizontal pitch - 2.5

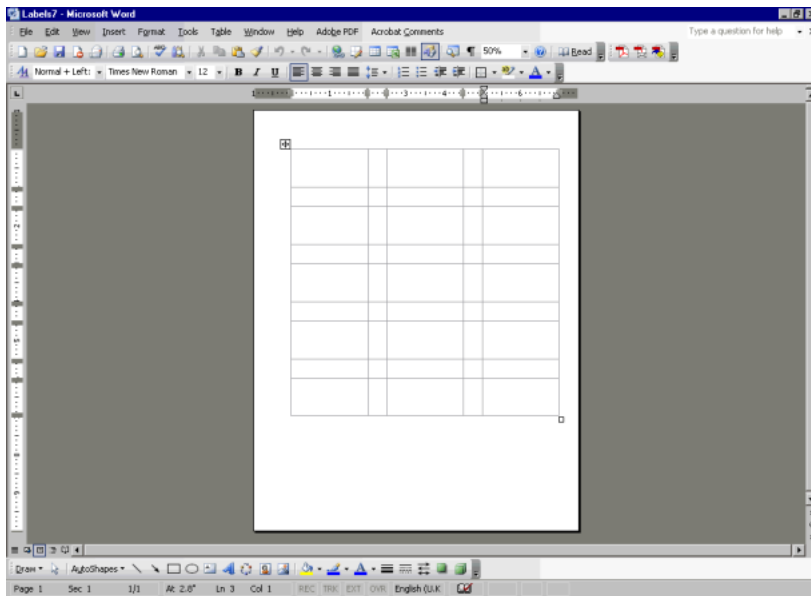
Label height - 1

Label width - 2

- Click **OK**.
- In the **Label Options** dialog box, select **Other/Custom** in the **Label products** drop-down menu, and select ***Intermediate Custom Label*** in the **Product number** menu:



- Click **OK**.
- Click on **New Document**.
- From the main menu, select **Table > Show Gridlines**.
- The new label layout is shown in the Editing window:



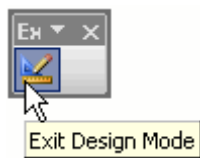
- Close the documents without saving the changes.

SAMPLE

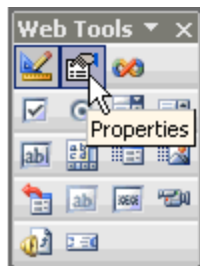
- Click on the **Design Mode** button. This allows you to begin designing on the Web document:



- The **Exit Design Mode** button will appear as a small toolbar in the document:

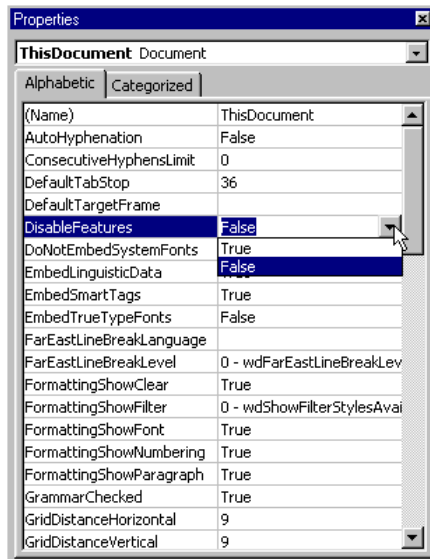


- The **Properties** button will only be accessible once designing has begun:



- Click on the **Properties** button to open the **Properties** dialog box, where all existing properties can be altered. Numbers are manually altered, and the **True** and **False** properties are altered with a drop-down menu:

SAMPLE

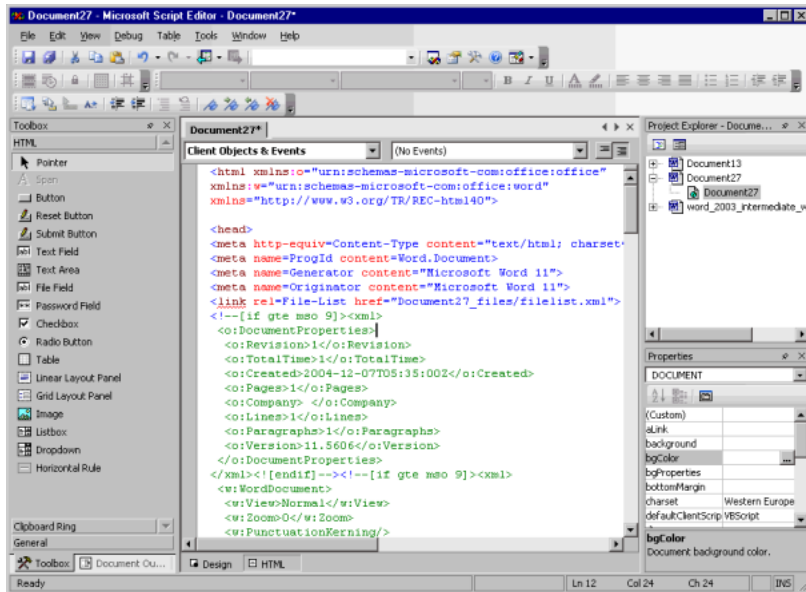


- Close the **Properties** dialog box.
- Click on the **Microsoft Script Editor** button:



- The **Microsoft Script Editor** window opens, allowing you to view and edit the coding:

SAMPLE



- Close the **Microsoft Script Editor** window.
- Experiment with inserting objects into the Web page by clicking on the following buttons:

The **Checkbox** button

The **Option Button** button

The **Drop-Down Box** button

The **List Box** button

The **Textbox** button

The **Text Area** button

The **Submit** button

The **Submit with Image** button

The **Hidden** button

The **Password** button

The **Movie** button

The **Sound** button

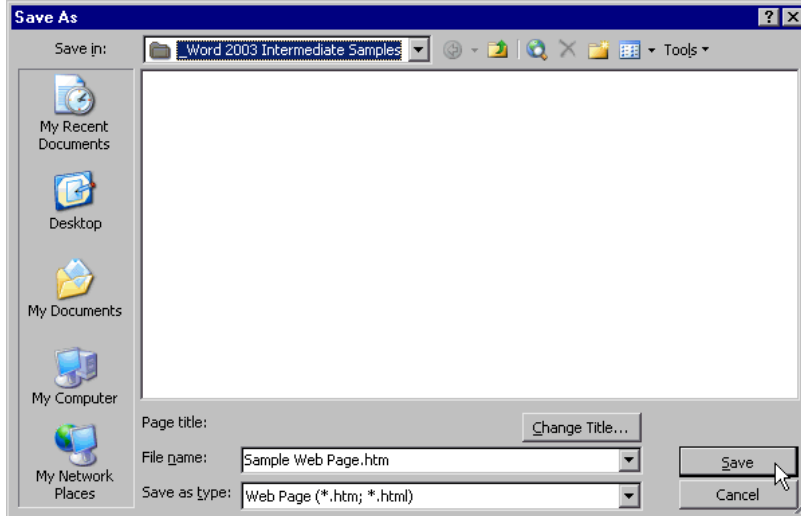
The **Scrolling Text** button

- Keep the Web page open for the next exercise.

Saving a Web Document

- From the main menu, choose **File > Save as** to open the **Save as** dialog box.
- Navigate to your **Word 2003 Intermediate Samples** folder in the **Save in** field.
- Type **Sample Web Page.htm** in the **File name** field.
- In the **Save as type** drop-down menu, select **Web Page** - This will save the page in an htm file in the directory you indicate. Word also creates an XML file

which is a system file for storing and transferring information:



- Click on **Save**.
- Close the **Web Tools** toolbar.
- Close the Web page.

Previewing in a Browser

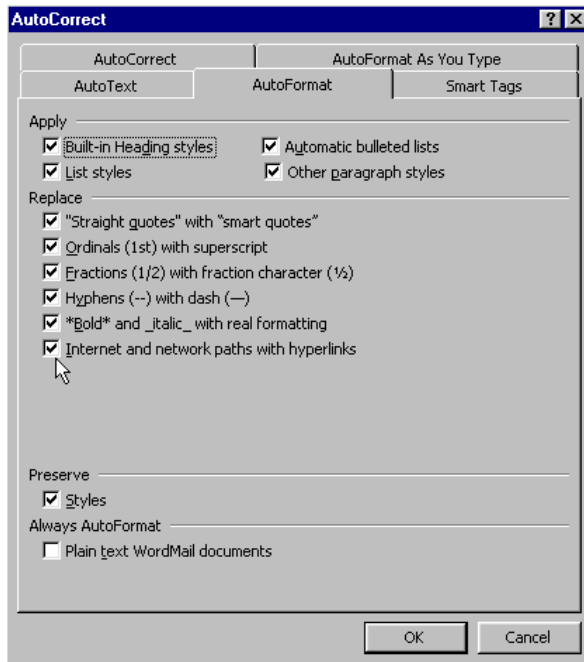
- Open **Windows Explorer**.
- Navigate to your **Word 2003 Intermediate Samples** folder.
- Double-click on **Sample Web Page.htm**
- This will launch your Internet application, so you can see how the page will look when accessed on the Web.
- Close the browser window.
- Close **Windows Explorer**.

Hyperlinks

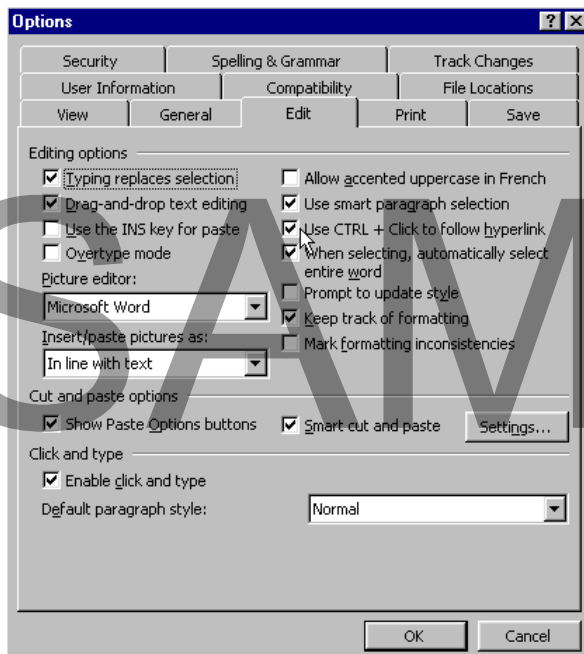
SAMPLE

Creating a Hyperlink

- Create a new blank document.
 - From the main menu, choose **Format > AutoFormat** to open the **AutoFormat** dialog box to determine if automatic formatting of **hyperlinks** is enabled.
 - Select **Options** to open the **AutoCorrect** dialog box. Click on the **AutoFormat** tab:
-



- Ensure the **Internet and network paths with hyperlinks** check box is selected.
- Click **OK**.
- Click **OK** to close the **AutoFormat** dialog box.
- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Edit** tab:

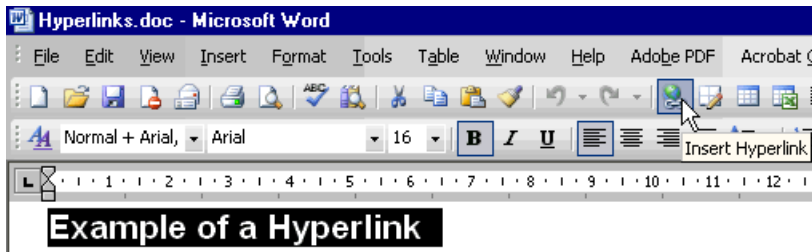


- Ensure the **Use CTRL + Click to follow hyperlink** checkbox is selected.

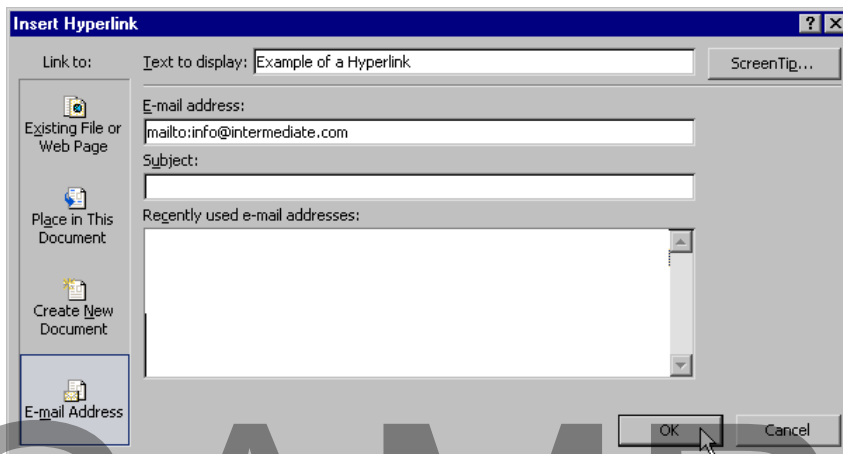
- Click **OK**.
- Close the document without saving the changes.

Inserting a hyperlink to text or a picture

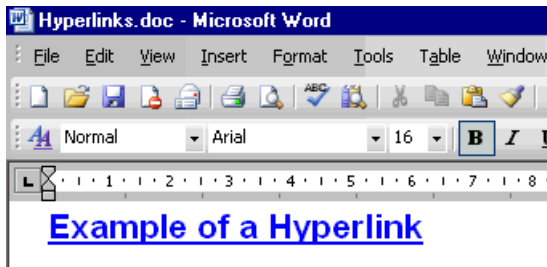
- Open *Hyperlinks.doc* from your **Word 2003 Intermediate Samples** folder.
- Select the *Example of a Hyperlink* text at the top of the page.
- In the **Standard** toolbar, click the **Insert Hyperlink** icon:



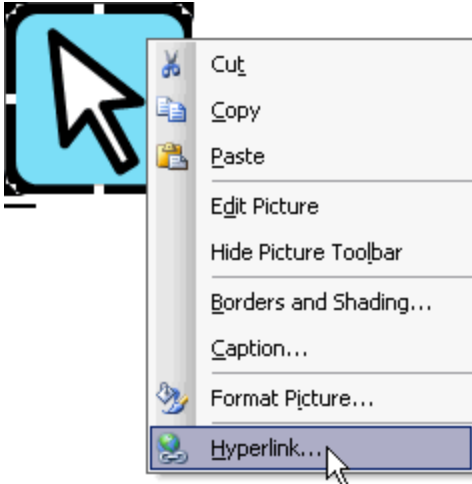
- This will open the **Insert Hyperlink** dialog box:



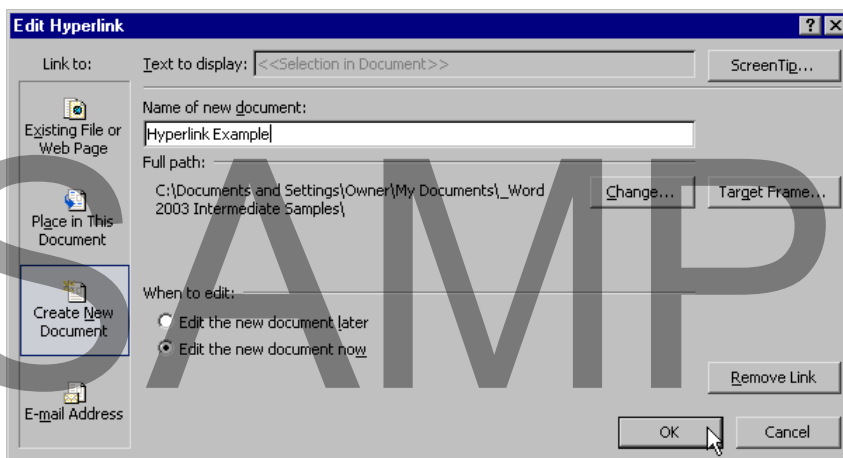
- In the **Link to** area, click on **Email Address**.
- In the **Email Address** field, type *info@intermediate.com*.
- Click **OK**.
- The text is now blue and underlined, indicating that it is a hyperlink:



- Right-click on the **ClipArt** image and select **Hyperlink** from the menu:



- Click on **Create New Document** in the **Link to** area.
- Type **Hyperlink Example** in the **Name of new document** field:

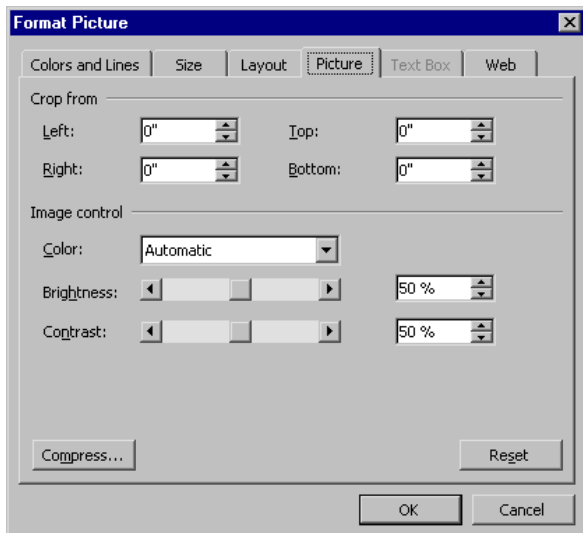


- Click **OK**.
- A new document named **Hyperlink Example** is opened.
- Return to the Editing window in the **Hyperlinks.doc** document.
- Press the **Ctrl** key and click on the image.
- **Hyperlink Example** is displayed again.

- Close the new document without saving the changes.
- Save the changes to ***Hyperlinks.doc*** and close it.

Editing a Hyperlink

- Open ***Hyperlinks.doc*** from your **Word 2003 Intermediate Samples** folder.
- Double-click on the image.
- This will open the **Format Picture** dialog box:



- Click on the **Size** tab
- Change the **Height** and **Width** to **100%** in the **Scale** area:



- Click **OK** to return to the Editing window and observe the change.
 - Close the document without saving the changes.
-

Managing Documents

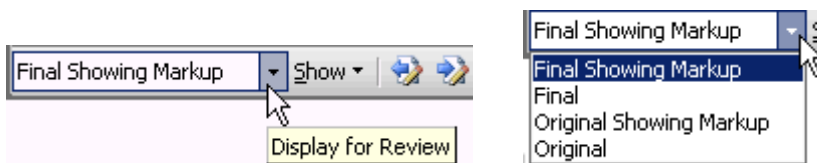
Comments

Using the Reviewing Toolbar

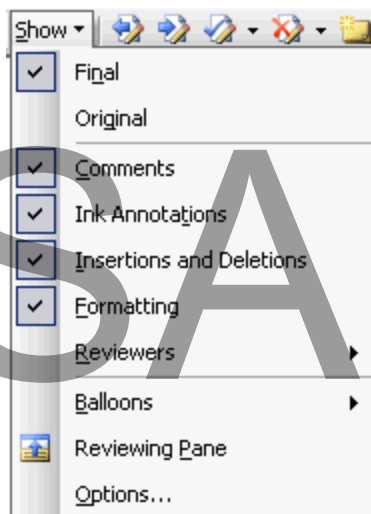
- Open *Comments.doc* from your **Word 2003 Intermediate Samples** folder.
- Let's familiarize ourselves with the **Reviewing** toolbar.
- From the main menu, choose **View > Toolbars > Reviewing** to open the **Reviewing** toolbar:



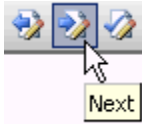
- Click on the **Display for Review** drop-down menu:



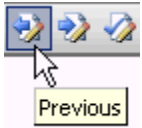
- Click on the **Show** drop-down menu and observe the options available to you:



- Click twice on the **Next** button to move forward through the document:



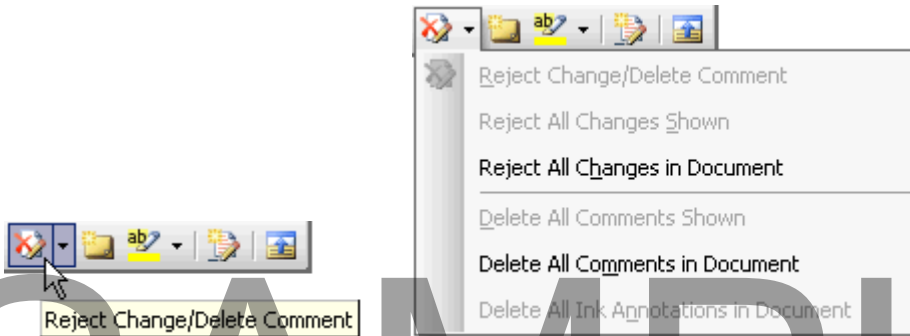
- Click once on the **Previous** button allows you to move backward through the document:



- Click on the **Accept Change** button to open the drop down menu and observe the available options.



- Click on the **Reject Change/Delete Comment** button and observe the available options:



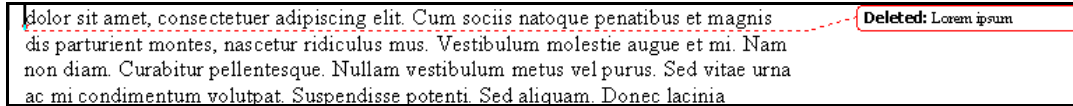
- Click on down arrow next to the **Highlight** button. Select **Yellow**. Highlight some text in the document. Click on the Highlight button again to turn off highlighting:



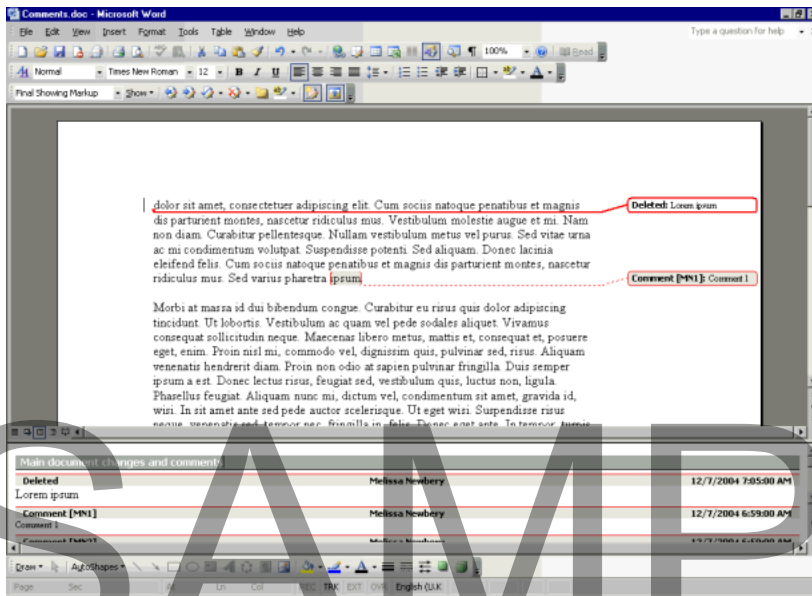
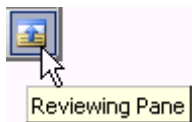
- Click on the **Track Changes** button



- Delete **Lorum Ipsum** from the start of the first paragraph. Note how the change has been tracked:



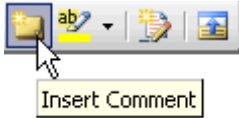
- Click on the **Review Pane** button to open the **Review pane** at the bottom of the document:



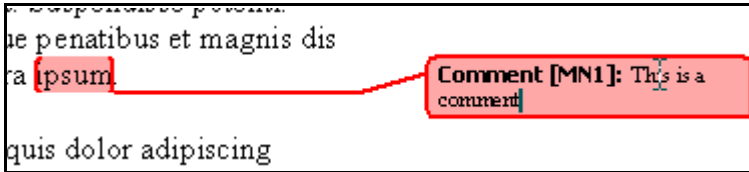
- Close the document without saving the changes.

Using Comments in Documents

- Open **Comments.doc** from your **Word 2003 Intermediate Samples** folder.
- Click to place the cursor at the end of the fourth paragraph.
- Click on the **Insert Comment** button:



- A **Comment balloon** is created.
- Type ***This is a comment*** in the balloon:



- Close the document without saving the changes.

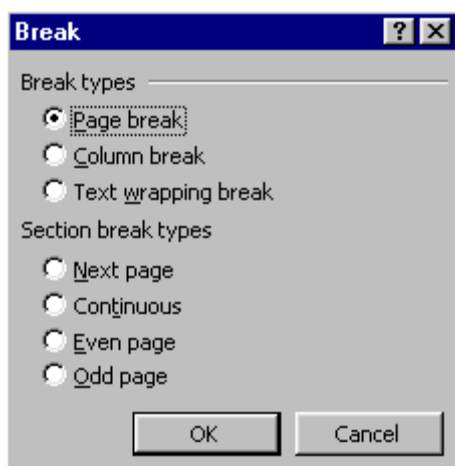
SAMPLE

Print

Page Display

Inserting a Page Break

- Open *Print.doc* from your **Word 2003 Intermediate Samples** folder.
- Place the cursor between the first and second paragraphs.
- From the main menu, choose **Insert > Break** to open the **Break** dialog box:



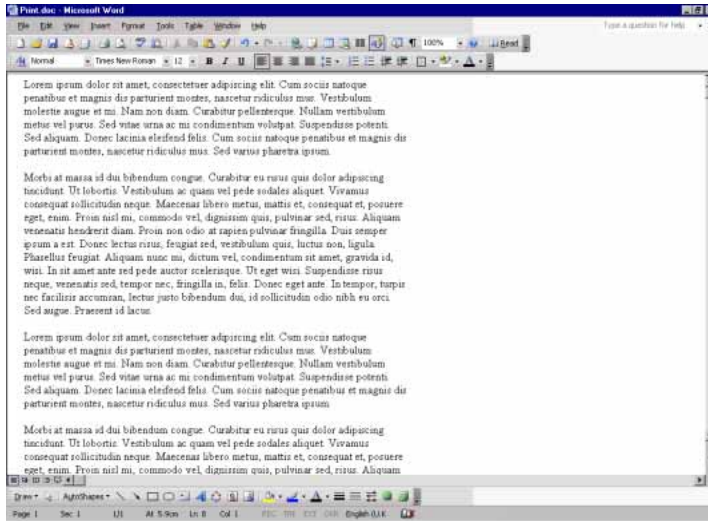
- Select **Page Break**.
- Click **OK**.
- A page break will appear as a dotted line, with the words **Page Break** inserted in the line:



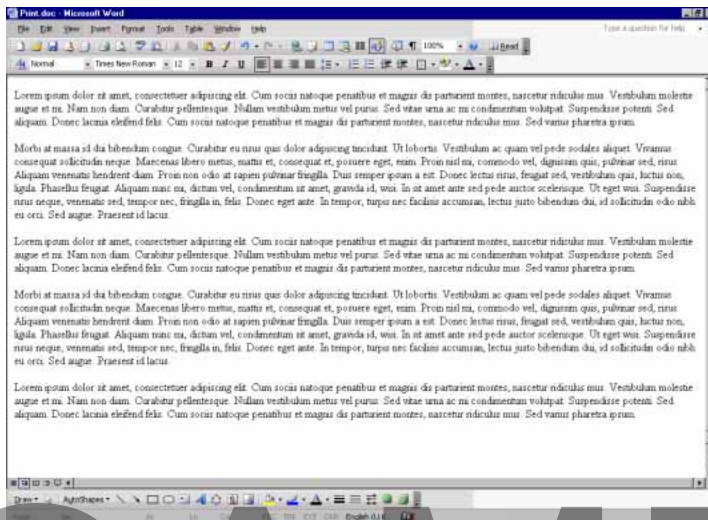
- Close the document without saving the changes.

Setting the Page Display

- Open *Print.doc* from your **Word 2003 Intermediate Samples** folder.
 - From the main menu, choose **View > Normal** to view the document in the **Normal** view:
-

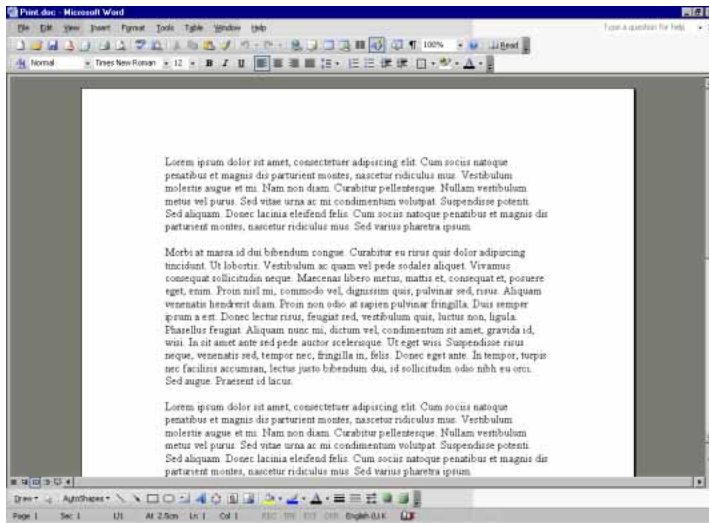


- To see a document in the **Web Layout** view, from the main menu, choose **View > Web Layout** to view the document in the **Web Layout** view:



- To see a document in the **Print Layout** view, from the main menu, choose **View > Print Layout** to view the document in the **Print Layout** view:

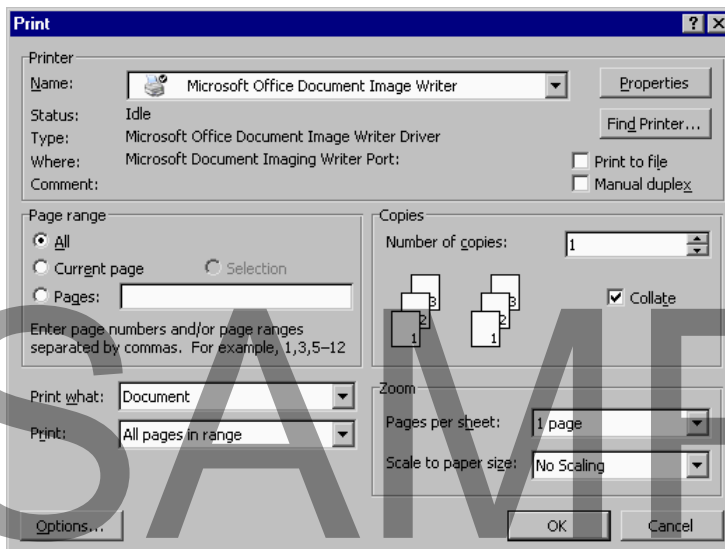
SAMPLE



- Close the document without saving the changes.

Using the Printing Options

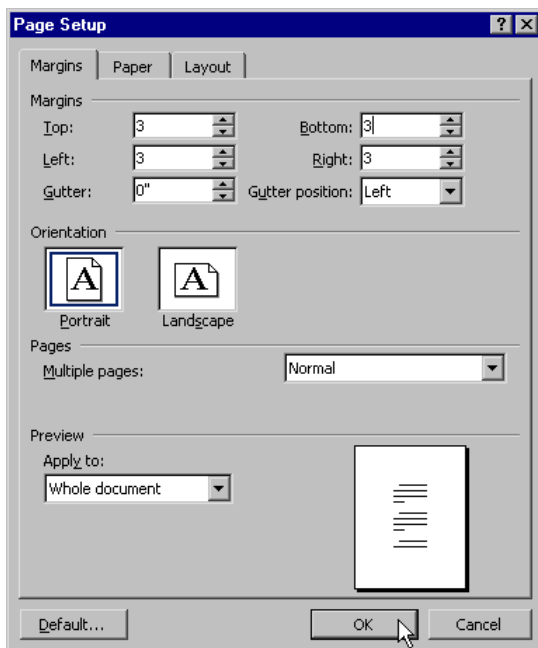
- Open **Print.doc** from your **Word 2003 Intermediate Samples** folder.
- From the main menu, choose **File > Print** to open the **Print** dialog box:



- Select a printer from the **Name** drop-down menu in **Printer** area. Note the **Status** of the printer, the **Type** of printer and **Where** the printer is located.
- Select **All** in the **Page Range** area.
- Change the number of copies to **2** in the **Number of copies** field in the **Copies** area.
- Click **OK** to print the document.
- Close the document.

Changing Margins in the Page Setup dialog box

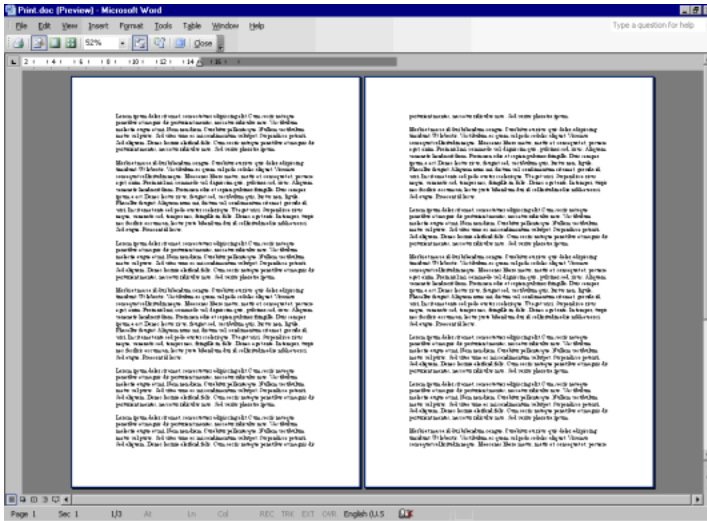
- Open **Print.doc** from your **Word 2003 Intermediate Samples** folder.
- From the main menu, choose **File > Page Setup** to open the **Page Setup** dialog box. Select the **Margins** tab:



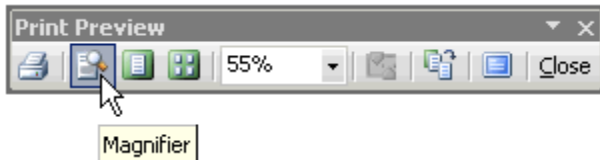
- Ensure **Whole document** is selected in the **Apply to** drop-down menu.
- Change the **Top**, **Bottom**, **Left** and **Right** margins to **3 inches**.
- Click **OK** to return to the Editing window.
- View the document in **Print Layout** view to see the changes.
- Close the document without saving the changes.

Previewing a Document

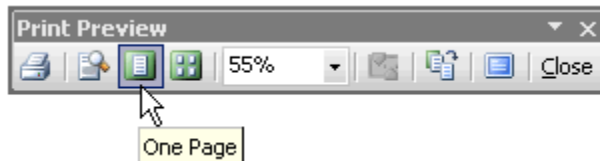
- Open **Print.doc** from your **Word 2003 Intermediate Samples** folder.
- From the main menu, choose **File > Print Preview** to open the document in a **Print Preview** dialog box:



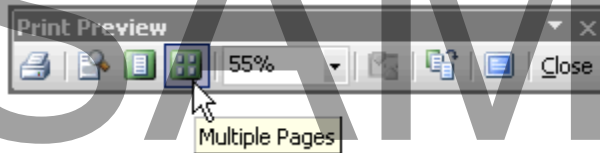
- Clicking on the **Magnifier** button allows you to zoom into a selected portion of the document. Click once on the document to zoom in to 100%. Click again to return to the 25% view:



- Click on the **One Page** button to preview one page at a time:

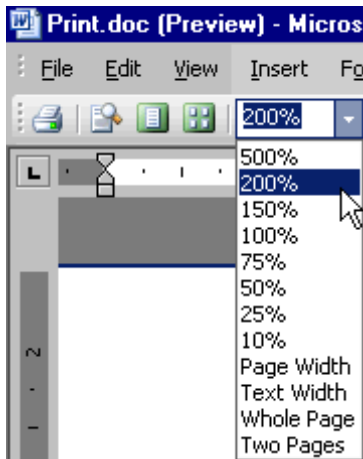


- Click on the **Multiple Pages** button to view the different options:

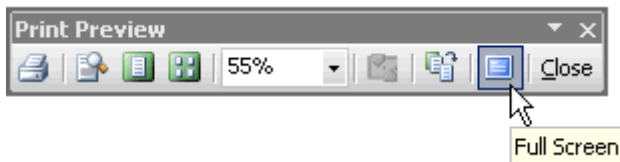


- Click on the **Zoom** drop-down menu and select 200%

SAMPLE



- Click on the **Full Screen** button:



- Click on the **Full Screen** button again to return to the Print Preview window.
- Click on the **Close Preview** button to return to the Editing window.

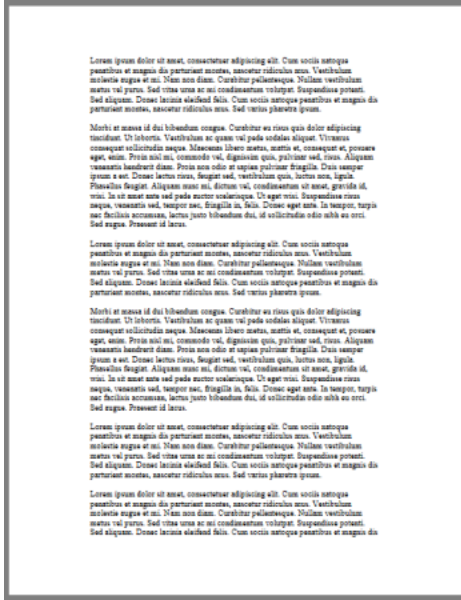


- Close the document without saving the changes.

Printing the Document

Selecting Pages to Print

- Open *Print.doc* from your **Word 2003 Intermediate Samples** folder.
 - From the main menu, choose **File > Print** to open the **Print** dialog box.
 - In the **Page range** area in the dialog box, you can choose to print the entire document, or only certain pages.
 - Select **Current page** from the **Page range** area.
 - Click **OK** to print the first page of the document:
-



- Close the document without saving the changes.
- Exit Word 2003.

SAMPLE