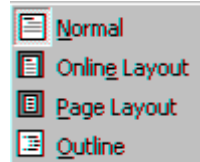


## Word 97: Part 1

### Changing Views

You can use the View menu and the View buttons on the bottom left of the screen to view your document in different ways. Changing the view does not change the document in any way.



- **Normal:** commonly used view for creating and editing;
- **Online Layout:** wraps the text at the window rather than appearing as it would print; makes online reading easier;
- **Page Layout:** useful for final editing as it displays headers and footers;
- **Outline:** displays the outline toolbar;
- **Master Document:** for working with long documents;
- **Full Screen:** all toolbars, status bar, and scroll bars disappear. Press **Esc** to retrieve them.
- **Document Map:** the document map view displays a pane on the left which lists all the headings. Click on any heading to go directly to that location. This is useful for navigating large documents.

### Positioning the Cursor

Position Cursor	Keystrokes
One word to the left	<CTRL><Left Arrow>
One word to the right	<CTRL><Right Arrow>
Beginning of current paragraph	<CTRL><Up Arrow>
Beginning of next paragraph	<CTRL><Down Arrow>
Up one screen	<Page Up>
Down one screen	<Page Down>
Up one page	<CTRL><Page Up>
Down one page	<CTRL><Page Down>
To the beginning of the document	<CTRL><Home>
To the end of the document	<CTRL><End>
An exact location in the document	<CTRL><G>

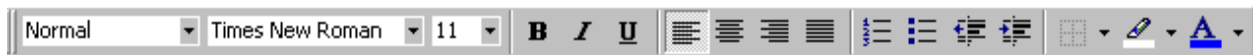
## Selecting Text to Format

To change the format of some text you have typed, you must first select (block) it.

To select:	Do this:
Word	Click anywhere in the word.
Sentence	Press the <CTRL> key and click in the sentence.
Line of text	Place the pointer in the left margin and click once.
Paragraph	Place the pointer in the left margin beside the paragraph and double click.
Document	Place the pointer in the left margin and triple click or press <CTRL><A>.
Custom Selection	Hold the left mouse button down and drag across the text or click once at the beginning of the text to position the I-beam, then click at the end of the text while holding down the <Shift> key.

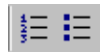
To deselect text, click anywhere outside the selected area. You can also format text as you type. Click any formatting button, then type. To turn off that formatting style, click on the button once more.

## Using the Formatting Toolbar



The formatting toolbar displays buttons for the most commonly used formatting options. [Note: if the toolbar is not visible, you can turn it on by choosing **Toolbars** from the **View** menu.] From this toolbar you can choose styles, font/point size and other attributes, alignment, etc.

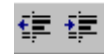
### Creating a Bulleted or Numbered List



**To create** a bulleted or numbered list: type the list, select it, then click the **Bullets** button or the **Numbering** button.

**To remove** bullets or numbers from a list: select the list and then click the **Bullets** or the **Numbering** button. (When you select a list, you can't select the bullets or numbers.)

**To indent** a list, use the Increase Indent or Decrease Indent button on the toolbar.



**To modify** the color or style of bullets or numbers: select the list and then choose **Bullets And Numbering** from the **Format** menu.

## Character Formatting Shortcuts

Attribute	Keyboard Shortcut
<b>Bold</b>	<CTRL<B>
<i>Italic</i>	<CTRL<I>
<u>Underline</u>	<CTRL<U>
Word <u>Underline</u>	<CTRL<SHIFT><W>
<u>Double Underline</u>	<CTRL<SHIFT><D>
subScript	<CTRL<=>
Super <sup>script</sup>	<CTRL<SHIFT><=>
Up one point	<CTRL<]>
Down one point	<CTRL<[>

### Additional Font Choices

For choices besides those on the formatting toolbar, choose **Format | Fonts**. This displays all font related choices such as sub and superscript, small caps, and more.

### Undo/Redo



You can undo many commands. To undo the last command, click the Undo button. To see a list of the commands which you can undo, click the drop-down arrow next to the Undo button. You can also use the Redo button in the same way.

### Default Format

To change the font, font size, and other character formats that are preset for Word, click on **Format | Font**, select the features you wish to use in the current document and all new documents, then click on the **Default** button.

### Format Painter



Once you've formatted text to look the way you want, use the **Format Painter** button to copy the formatting to other text. Click anywhere in the text that is formatted, then choose the **Format Painter** from the formatting toolbar. This turns the mouse icon into a "paint brush" which can be applied to any text that needs formatting. Click *once* on the button to paint one time; click *twice* to turn the painter on for extended use. Click on the button to turn it off.

## Moving and Copying Text and Graphics

There are two methods for moving/copying text:

- 1) Drag-and-drop is the easiest way to move or copy a selection a short distance. Dragging a selection moves it to a new location. To *copy*, hold down the **CTRL** key while dragging.
- 2) To move or copy a selection a longer distance, use the **Cut/Copy** and **Paste** commands on the **Edit** menu. You can move or copy within a document, between different documents or between most applications. Use menus, toolbar buttons or keyboard shortcuts.



**Copy:** Keyboard Shortcut = <CTRL><C>



**Cut:** Keyboard Shortcut = <CTRL><X>



**Paste:** Keyboard Shortcut = <CTRL><V>

## Edit, Paste Special

You can paste a link so that the text, when changed in the original location, will automatically update in the new location. To create a link, simply copy the text/graphics as described above. Instead of using Paste, however, select **Edit | Paste Special**, then click on **Paste Link**.

## Multiple Windows - One Document

You can split the window into two parts to view different sections of the same document. This is useful for doing drag and drop from one location to another. Select **Window | Split** and click to set the location for dividing the window. To set it back to one window choose: **Window | Remove Split**.

## Multiple Windows - Two Documents

You can view multiple documents simultaneously by first opening them, then choosing **Window | Arrange All**. To return a window to a full screen, click on the maximize button.

## Show/Hide



By depressing this button, you can view paragraph marks, tabs, indents or hidden characters on your screen. To hide the marks, click the **Show/Hide** button again.

## Paragraph Formatting

Paragraph marks “store” the format of each paragraph. **Be Careful About Deleting a Paragraph Mark.** When moving or copying a paragraph, be sure to include its paragraph mark if you want to keep the paragraph’s formatting.

## Margins and Indents: Using the Toolbar Buttons

Word applies formats *only* to the paragraphs you select. You don’t have to select all of the text in a paragraph; just position the insertion point in the paragraph.

**Justification:** Left, Center, Right, Full



**Indents:** Decrease Indent, Increase Indent



### Indents and Line Spacing: Using the Menu

To display the paragraph formatting dialog box, choose **Format | Paragraph**. This allows you to change indents, spacing, line and page breaks from one location.

**Hanging Indents:** In the **Format | Paragraph** box, click on **Indents and Spacing** and choose **Hanging** from the drop down list. Select the amount of space for the indentation.



### Margins and Indents: Using the Ruler

Both margins and indents may be set from the ruler bar. If the ruler is not displayed, choose **View | Ruler**.

A margin specifies the distance from the *edge of the paper*.

An indent specifies additional distance *from the margin*.

You can alternatively set a margin/indent from the position of the insertion point forward in your document, or you can apply them to selected portions.

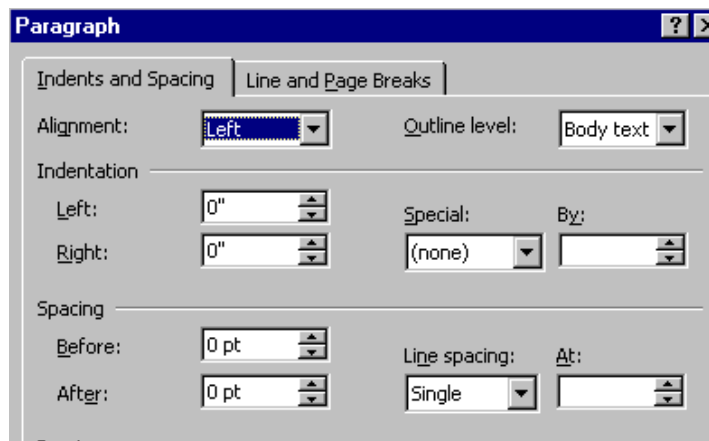
The ruler displays left and right margin settings, any indent stops, and any tab stops that have been set.

To change vertical margins, choose **View | Page Layout**. This allows you to view and set the top and bottom margins by dragging with the mouse.

To view the exact margin setting (in inches), hold down the **Alt** key while dragging.

You can see which formats are applied to text by selecting a paragraph and looking at the settings on the Formatting toolbar and on the horizontal ruler.

To change margin settings using a menu, select **File | Page Setup**. From this menu you can also change the page settings from portrait to landscape, or change paper size.



## Paragraph Formatting Shortcuts

Format Feature	Keyboard Shortcut
Left-align text	<CTRL><L>
Center text	<CTRL><E>
Right-align text	<CTRL><R>
Justify text	<CTRL><J>
Indent from left margin	<CTRL><M>
Decrease indent	<CTRL><SHIFT><M>
Create a hanging indent	<CTRL><T>
Decrease a hanging indent	<CTRL><SHIFT><T>
Single-space line	<CTRL><1>
Create 1.5-line spacing	<CTRL><5>
Double-space lines	CTRL<2>



### Saving Files

To save a file for the first time, click the **Save** button on the Standard toolbar or select **Save** from the **File** menu. This will display the **Save As** window where you will need to specify a drive, folder, and filename. **Save As** is also used to save files in with different filenames, locations, or in a different format.

After a file has been saved, clicking the **Save** button will simply overwrite the previous copy of the saved file with any changes.

### Changing the Default Folder

When you save or open a document, Word automatically displays a default folder. You can then change to the desired location from that dialog box. If you wish to change the default drive/folder, click on the **Tools** menu, then choose **Options**. Select the **File Locations** tab then select **Documents** then the **Modify** button. Specify the drive, folder, and subfolders you prefer then click on **OK** to save your changes. The next time you save or open a document, Word will display the folder you specified.



### Print Preview

Use the **Print Preview** button on the Standard toolbar to display a document as it will look when printed. You can edit the document in this view, making last-minute changes before you print. Use the **Print Preview** toolbar (or select **Print Preview** from the **File** menu) to change how the document is displayed and to zoom in or out.

## **Restoring Lost Work**

Word provides two options -- Auto Recover and Always Create Backup Copy - that can help you recover work if there is a power failure or other problem. You must select one or both of these options *before* the problem occurs. To set a save option, choose **Options** from the **Tools** menu and click on the **Save** tab.

### **Auto Recover**

Select the Auto Recover check box and set the time interval for automatic backup. Backup copies will be available only if you do not exit Word normally. For example, if Word fails or there is a power failure, the next time you start Word, all files created by AutoRecover are automatically reopened. Word adds "(Recovered)" to the title of the window for each saved document. These documents will be saved in the Temp folder, unless you specified another folder under **Tools, Options, Files**.

### **Backup**

If you've selected the "Always Create Backup Copy" check box and you've saved the file more than once, you can open the backup document that Word created. The backup copy is the next-to-last version of the original document. It is saved in the same directory or folder as the original.

In Windows, the backup document has the same name as the original, but it has the filename extension .BAK. For example, if the original file was named SALES.DOC, the backup copy is named SALES.BAK.