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WORD

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WORD

Word is an application created by **Microsoft** with the purpose of offering a word processor that allows a better use for the computerized resources. Word allows the use of different key combinations to create effects that emphasizes the written part (the supplement of this document will allow you to know about them). It also consents the use of the basic commands related to the existing **Windows** versions. The Word principal menu is located at the upper line of the screen. The following information will provide a brief explanation of the most useful options that you can find when accessing this section.

OPENING AND EXITING WORD

When you turn on the computer, it will appear the **Windows** principal screen. This screen will be the one that allows you to access the program. There are two ways to call the Word program. The first option, if you have Windows 3.1 or 3.11 open the **Microsoft Office** group and make a double-click over the **W** icon; but if you have Windows 95 go to **Start**, look up **Programs**, a new menu will open and from there select Word.



The second option is that if you have the **W** defined as a **shortcut key** only, make a double-click over it. Once you've finished accessing the program and saving the changes made, press **File** and **Exit** to exit.

WORD SCREEN

The Word screen is composed by line with a principal menu very alike to the existing on other programs oriented to a Windows media. Below this line you can find the **Toolbar** that allows a shorter way to access the most frequently used commands. Under this **Toolbar** you'll find the area where the documents will be created. At the end, it is displayed a line that specifies where you are positioned in the document and the time. Each command will be explained one by one later on.

ASKING FOR HELP

To access the **Help** screen you have two alternatives. The first one is to choose from the **Toolbar** the icon with arrow and interrogation sign; the second one is to go to the **Main menu** and select **Help**. A screen will be displayed where you'll have at your disposition different search or educational tools for the better use of this word processor.

PRINCIPAL MENU

FILE

In **File**, like in other Windows programs, you can select options like **Print**, where you have the advantage of choosing the quantity of pages, which pages and what document will be printed. **Selection** in **Print** is when you select only one part of the document to print. Only mark the part of the document you want and select **Print**. Another option is **Page setup** that changes the page size; inside this option is **Options** to select in **Default tray** the **Manual feed** option that eases the use of legal paper without problems. In **File** you can also select **Save** and **Save as** to save the documents.

EDIT

To erase words or complete sentences, mark the area you want to eliminate and choose **Edit** and **Cut**; or by the contrary, include words or sentences by positioning the cursor in the place where you want to edit and write. It is possible to take complete parts of the document and change their location. This can be achieved by shadowing the area you want to change and choose **Cut** from the **Edit** menu, then it is moved where it is wanted to be included and select **Paste**, also from the **Edit** menu.

VIEW

- A. Is the form in which you see the document
 1. **NORMAL** – standard presentation of the document.
 2. **OUTLINE** – appears in a similar form to a summary.
 3. **PAGE LAYOUT** – you can see it in form of a document or page, not as a computer archive.
 4. **MASTER DOCUMENT**- as a master document (this is when secondary documents exists).
 5. **FULL SCREEN**- presents the total screen, if you press the **Full** or **Esc** icon it returns to the original size.
 6. **TOOLBARS AND RULER**- is to present the help icons from the horizontal menu. You can choose the **Toolbar** you desire to display. If you select **Toolbar** you'll access a list of the different menu lines available. You only have to select the ones you need and mark with the cursor in the square but if you don't want them to appear mark where the X appears.
 7. **HEADER AND FOOTER**- creates notes on the top and inferior parts of the document.
 - a) Allows, accessing **format**, to create different headings between the first and the following pages.
 8. **ZOOM** –used to upsize or downsize what is displayed on the screen. To return to the original screen size, press over the icon that looks like a monitor or press **Esc**.

INSERT

- A. **BREAK**- this command inserts a **Page Break** in place where it is positioned. Press **Insert, Break** and **Ok**. If you want to eliminate it, press **Backspace** just after the division line.
- B. **PAGE NUMBERS**- is the option that lets you number the pages. It allows a number of varied combinations:
1. **POSITION**
 - a) **TOP**
 - b) **BOTTOM**
 2. **ALIGNMENT**
 - a) **LEFT**
 - b) **CENTER**
 - c) **RIGHT**
 - d) **INSIDE**
 - e) **OUTSIDE**
 - f) **SHOW NUMBER ON FIRST PAGE**- if this option is not marked, it will not show the page number on the first page.
 3. **PREVIEW**- displays a preview of the pages with the chosen options
 4. **FORMAT**- allows you to see more options, like how to see the page number on the document.
 - a) One of the most important ones could be that you can establish from what number to start the documents' page.
- C. **DATE AND TIME**- inserts the date and time where the cursor is positioned and with the format that has been chosen. To insert the date in the Spanish format go to **Tool, Language** and change the language to **Spanish**.
- D. **SYMBOL**- includes special characters. In place of using **Ascii Code** you can use this option to complete the document. If you want to adjudicate a key combination to a letter with a written accent or create the ñ-Ñ or other type of symbol that you use regularly, you only have to:
1. Choose **Insert, Symbol** and the symbol you desire.
 2. Press **Shortcut Key**, this will lead you to another screen.
 3. Combine the **Alt, Shift** or **Ctrl** key with the alphabet key you want to use and press them simultaneously. Example: Alt u = ú.
 4. Press **Assign** and **Close**.
 5. Then **Close** in the **Symbols** screen.
- E. **FOOTNOTE**- inserts notes at the end of the document with automatic numbering or with any mark you prefer.*
- F. **INSERT PICTURE**

* THIS IS AN EXAMPLE OF A **FOOTNOTE** WITH THE MARK YOU PREFER TO IDENTIFY THE NOTE AND NOT WITH A NUMBER.

1. Before starting with the creation of the drawing you need to have the screen on **Page Layout**. You can do it choosing **View** and marking **Page Layout** or making a click over the icon that has a blank page on the extreme bottom left (the second icon from left to right on the screen).
2. To include a graph or drawing select from the **Picture** menu the drawing and press **ok**.
3. To see the preview of the image you need to mark **Preview Picture**.
4. If you want to move the drawing press the cursor over the image and position it where you want it and then let go the cursor. To reduce the image, position the cursor in one of the corners and move it to the direction you want.

FORMAT

- A. **FONTS**- letter type. You can shadow and area and choose a type of letter or if you prefer, choose it at the beginning of the document.
 1. **FONT STYLE**- indicates if it is italic, bold or normal.
 2. **SIZE**- letter size
 3. **UNDERLINE**- underline the text
 4. **COLOR**- for the computers that have color printer
 5. **EFFECTS**- special effects like **Superscript⁰** or **Subscript₀**.
 6. **PREVIEW**- presents how the letter looks after being chosen
 7. **CHARACTER SPACING**- used to change the space between the letters.
- B. **PARAGRAPH**- allows changing the margins and the line spaces. **Tabs** provide the option so you can change the size of the tabulator. The margins can be changed more easily in **Ruler**, you only have to put the cursor over the box that appears just below the margin markers and while pressing the cursor move it where you want it. To change the top margin directly from the screen, only choose the **Page Layout** option and position it over the gray bar so that the cursor will look like black arrows and holding the cursor, move it.
- C. **INDENTS AND SPACING**- allows you to change the indent size, the alignment size, the line spacing and also presents how the document will look like.
- D. **BORDERS AND SHADING**- allows to add borders or shadings to the document we are creating. Also add lines to the header or to the documents' sides.
- E. **COLUMNS**- provides the alternative to create a document consisting of columns. You can choose the space of each column or leave the one that the option provides. This is different from **Table**, there may be a confusion in the use of **Columns** and **Table**. **Columns** is used when a document wants to be created, for example, a **Brochure**. While **Table** is to create various columns inside a document with normal margins.

- F. **CHANGE CASE**- can mark an area inside a document and change the type of letter. They can be all capital letters, small caps, title type that the first letter is a capital cap, etc.
- G. **BULLETS AND NUMBERING**- allows to create a rough model or automatic numbering. If you select multilevel, you only need the **Alt** and **Shift** keys and the right and left arrows (pressing them at the same time) to create the indentation you desire. If you want to eliminate the option, mark the document, choose **Bullets and Numbering** and press **Remove**.

TOOLS

- A. **WORD COUNT**- used to know the number of pages, words, characters, paragraphs and lines that are inside the document in which you are working with.
- B. **AUTOCORRECT**- corrects right away the error that you usually commit when writing. You have to write the wrong word and then the right one and press **Add** to include it in the list, and then **Close**. When **Word** finds the word incorrectly written it will automatically correct it. It also permits other alternatives that you can select in the same window that appears, by only pressing the desired option.
- C. **MAIL MERGE**- this command is used to create one document for several people. In place of creating a memo or an individual document for each person, make one and create a data file that allows you to print the same document with different destination. The process is the following:
 1. The **Data Source** contains the fields that will identify the data, this are names, directions, etc.
 - a) To create the **Data Source** choose from the toolbar **Mail Merge** and press **Create**. Select the option that allows you to use the screen that is open, like the primary document.
 - b) Then select **Get Data** where three alternatives exists:
 - (1) **Add**- write the fields' name in **Field Name Box**. It can have up to 40 letters .
 - (2) **Delete**- choose this field and delete it with **Remove Field Name**.
 - (3) **Change** the fields' order- select the field and press the right arrows until it reaches the desires place.
 - c) Press **Ok** when finished.
 - d) Write the name on **File Name Box** and **Ok**.
 - e) To include the information in the **merge** file, choose **Edit Data Source**, in the following screen that will appear after saving the fields, chosen in the last step.
 - (1) You can add that information writing data in each field as they appear and press **enter**.
 - (2) When finished, press **Ok**.
 2. Include the data in the document with the following steps:
 - a) Insert each field using **Insert Mail Field** from **Mail Merge Toolbar**. It is positioned where you want to include the field and press **Insert Mail Field**. The document can be

created as the fields are being included or have it created previously.

3. In the **Mail Merge Toolbar** you can see how the documents will look before printing them. You have to choose **abc** and the arrow where the number of records created appears. That way you can see each document one by one already personalized with their respective destination.
4. To print, from the **Mail Merge Toolbar** choose the **Merge To Printer** icon. The documents could also be saved in different files.
5. If you're in the primary document and want to make any changes to the existing file, press the icon at the extreme right on the mail menu (with a paper and a pencil drawing).
 - a) In that window, if you want to edit the records table, press **View Source**.
 - (1) With the second icon that appears on the mail menu (the compass with the pencil) you can add or remove fields. There are also other options for the record management.
 - (2) To return to the primary document, press the last icon on the mail menu.

D. **ENVELOPES AND LABELS**- allows the creation of envelopes and labels.

1. The **Envelopes** option provides to create the envelope for documents that are being processed or create only one.
2. **Labels** allow creating labels in different sizes. By selecting **Options** you can choose in **Product Number** the label size.

TABLE

- A. Position the cursor where you want to create the table.
- B. Press **Insert Table Button**.
- C. Shadow the area and it will show how many columns your selecting.
- D. After choosing those, it will appear the table area.
- E. If you want to add a line on the table, position the cursor where you want it and press se **Insert Table** again or enter.
- F. If you want to include lines inside and outside the table, select the borders and it will present the border types you can use. A combination of both create a complete table. You can also shadow areas in the table to "**recalcar**" the text.
- G. If you want to change the column size inside the table, you only have to position the cursor in the superior part of the columns marking the ones that you want to change and from the menu select **Cell Height And Width**. From there choose **Column** and select the size. In that same menu you can select **Row** and select how the lines will be justified.
- H. To add some lines at the end of a table position the cursor just under it and press **Insert Table**. In the window that appears on screens you can choose the number of lines that can be added.

















TEXT BOX









- A. To create text boxes, on the **Toolbar** press the **Drawing** option to unfold the **Drawing Toolbar**. You should also have the screen on **Page Layout View**.
- B. On the **Drawing Toolbar** that appears on the bottom part of the screen press **Callout**.
- C. The cursor is positioned where the text box is wanted to be included and by leaving the mouse pressed, move it so that the box appears.
- D. Once the box is created, write whatever you want.
- E. You can edit how the text box will look by selecting **Format Callout** from the **Drawing Toolbar**. A border or a parallel line can be added.
- F. To change the lines' place that is pointing the area, take the tip and move it with the mouse.
- G. If you want to change the boxes' place, mark it with the mouse and move it to the desired place.
- H. The text box color can be changed by choosing from the **Drawing** menu the icon where the line types available appear and pressing **More**. This will present a menu that can be customized as you like.

TOOLBAR

The **Toolbar** is the icon bar that appears over the superior margin of the screen. Is the shortest way to carry out the most common functions inside **Word**. Instead of using

the superior line of the menu, you can select the Toolbar icons and facilitate the process of creating the documents. the first impression when you look at the Toolbar is a group of squares with drawings inside that represent a command. To know which command the icon represents, position the cursor over the each one. This will present a brief description of each one. The following is some information about each of the basic icons in the Toolbar. It will first give a description of the icon and then a brief description of its function:

- A.  **NEW FILE** - This function is used when you have finished creating a document and you have closed it (**File, Close**) and wants to continue with a new document.
- B.  **OPEN FILE** – Opens an existing file to edit it.
- C.  **SAVE** – Saves the file your working on.
- D.  **PRINT - Printer.** Prints the document.
- E.  **PRINT PREVIEW** - See the document you are working on before printing it.
- F.  **CUT** – Cuts any area of the document.
- G.  **COPY** - Copies any part of the document to another part.
- H.  **PASTE** – Takes what you have cut or copied to another place.
- I.  **UNDO** – Undo the realized action.
- J.  **REDO** - Redo what the last command undo.
- K.  **INSERT TABLE** – Inserts a table on the document and with the dimensions you prefer.
- L.  **DRAWING** – Displays the **Drawing Toolbar**.
- M.  **B** **BOLD** - Used to bold the text. The same as **ctrl B**.
- N.  **I** **ITALIC** – Presents the text in italic. The same as **ctrl I**.
- O.  **U** **UNDERLINE** – Underlines the selected text. The same as **ctrl U**.
- P.  **ALIGN LEFT** - Align the text to the left.

- Q.  **CENTER** – Centers the text.
- R.  **ALIGN RIGHT** – Align the text to the right.
- S.  **JUSTIFY** - Justify the text.
- T.  **NUMBERING** – Allows to number what is written.
- U.  **BULLETS** - Adds bullets to the text.
- V.  **DECREASE INDENT** – Decreases the indentation.
- W.  **INCREASE INDENT** – Increases the indentation.
- X.  **BORDERS** – Allows to include borders to the document. When pressing the icon, a menu will appear just below the primary Toolbar.

SHORTCUT KEYS

ACTION

BOLD

ITALIC

UNDERLINE

WORD UNDERLINE

DOUBLE UNDERLINE

SUBSCRIPT₀

SUPERSCRIPT⁰

COMMAND

CTRL B

CTRL I

CTRL U

CTRL SHIFT W

CTRL SHIFT D

CTRL =

CTRL SHIFT =