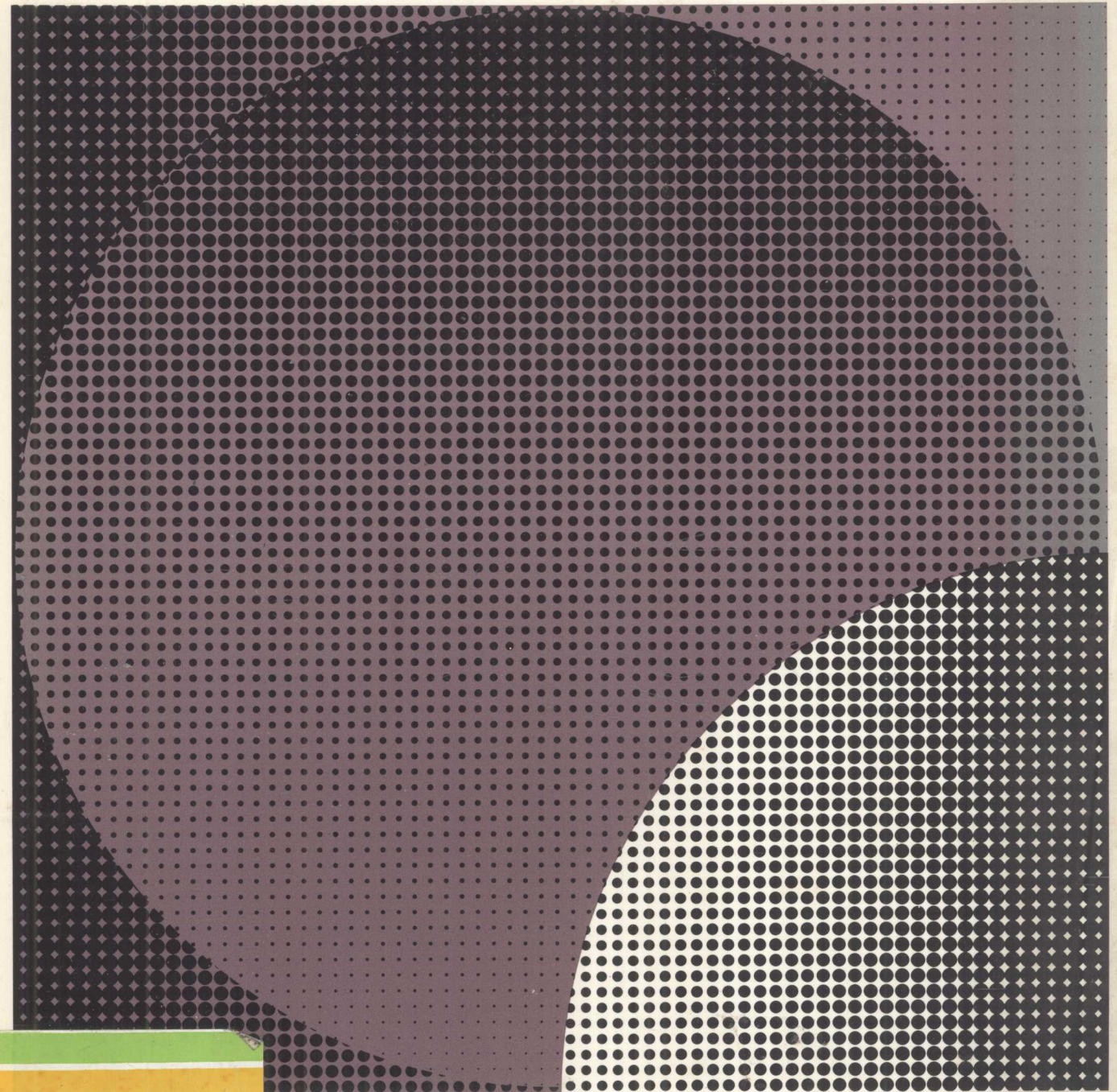


USING MICROSOFT[®] WORD

Version 5.0 Advanced Functions IBM[®]



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Janet R. Wilson
Patricia A. Shepard

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Janet R. Wilson
Seattle University

Patricia A. Shepard
Bellevue Community College



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PREFACE

AUDIENCE

This book is intended to be used at the college level by students who have some familiarity with computers, but who need to learn specific application programs in computer laboratory environments. It is expected that those using this text would be comfortable with the basic functions of Microsoft Word: creating, saving, and printing a document; formatting text with tabs, character, paragraph, and division formatting; using special features including the spelling program, Thesaurus, glossary entries, splitting windows, and the Library Document retrieval menu for file management.

The text is designed to enable a student to work through the lessons on his/her own, or it may be used in a more traditional classroom setting. The text was written to be used in software application classes at the four-year, community college level, or in adult education classes. It might also be effective at the high school level in advanced courses. This, however, was not the intended audience and so would be up to the individual instructor.

APPROACH

A step-by-step approach guides the students through the various procedures used to produce realistic word processing documents. This means that students will be "learning by doing," which includes making some mistakes. The text anticipates these "errors" and includes responses and solutions to possible problems that may occur during the word processing work.

A section of reinforcement exercises is included at the end of each part. These exercises include recall questions and answers, plus several practice documents giving students the opportunity to apply the features learned in each part to production work.

FEATURES

Each part includes chapters covering related procedures.

Part 1 :

Chapter 1 Introduction

Part 1 includes the objectives of the advanced text and lists the various features to be covered. In addition, instructions are presented for using the text.

Part 2 :

Chapter 2 Creating Newspaper Style Columns
Chapter 3 Using Side-by-side Paragraph Formatting
Chapter 4 Editing a Table
Reinforcement Exercises

Part 2 presents the various functions used for producing documents containing columns. Word 5 allows the user to format text in multiple newspaper type columns or to enter text in side-by-side columns. This section also gives instructions for editing tables and includes moving, deleting, or copying tabular columns.

Part 3 :

Chapter 5 Using Line Draw Features
Chapter 6 Graphics Layout
Chapter 7 Forms
Reinforcement Exercises

Part 3 consists of learning to use the Format Border menu to draw boxes and lines around text, to use tabs to draw horizontal and vertical lines, and to use the direction (arrow) keys to draw lines. The chapter on graphics includes using the Format pOosition menu to set paragraphs in specific positions and to format them in different sizes. It also provides instruction in using the Capture.COM program to save screen images and using the Library Link Graphic program to import the image into a Word document. The final chapter in this part shows students how to create and fill in forms.

Part 4 :

Chapter 8 Using Merge
Chapter 9 Sort Text
Reinforcement Exercises

The various merge features are covered in chapter 8. The students will merge a main document with a data document in order to produce personalized letters. They will also learn to write various merge instructions in a main document in order to tailor the merge to various specifications, and they will use merge to produce labels. Chapter 9 gives instructions in using the Library Sort menu to sort text both alphabetically and numerically.

Part 5 :

Chapter 10 Using Math
Reinforcement Exercises

Students will learn how to use the various math operators with numbers in order to add, subtract, multiply, divide or work with percents. In addition to simple math problems, the text contains instructions for setting up forms, filling in columns with numbers, and performing various calculations to produce percentages and totals.

Part 6:

Chapter 11 Using Macros
Reinforcement Exercises

Knowing how to create and use macros is essential for efficient word processing functions. In this chapter, students will learn to use the supplied macros, as well as create their own, both by recording keystrokes, and by writing macros. In addition, they will learn to edit their macros and maintain the glossary, which is the storage file for macros as well as for glossary entries.

Part 7:

Chapter 12 Using the Footnote Menu

Chapter 13 Using Annotations

Chapter 14 Using bookmarks

Reinforcement Exercises

Formatting references is the focus of part 7. The footnote and the annotation features are very similar. The main difference is that footnotes are formatted with numbers as the reference and annotations may be formatted with any character, plus the date and time, as part of the reference. Annotations are new in Word 5, as are bookmarks. Chapter 14 covers formatting blocks of text as bookmarks and using the bookmark name to insert a cross-reference to a page number.

Part 8:

Chapter 15 Using Style Sheets

Reinforcement Exercises

The use of style sheets for automatic formatting is one of the most popular and efficient functions of Microsoft Word. Chapter 15 shows students how to create and use their own style sheets, as well as how to change the NORMAL.STY, the default style sheet.

Part 9:

Chapter 16 Outlining

Chapter 17 Creating an Index

Chapter 18 Creating a Table of Contents

Reinforcement Exercises

The outline feature in Microsoft Word is somewhat different from other word processing programs. Not only does it allow the user to write outlines in traditional outline format, but it also provides for entering text in the outline and for using the "ORGANIZE" mode to edit large documents. Chapters 17 and 18 show students how to designate text in document for indexes and for table of contents. The Library Table and Library Index menus are then used to compile these references, with accompanying page numbers, at the end of the document .

Preview

Each chapter begins with a preview of the functions to be learned including a description of the functions, possible uses of the functions, and other general comments pertinent to each particular feature.

Step-by-step instructions	Following the preview are exercises leading the student through the steps necessary to produce a document using the specific features in that chapter. The text the student is to type and the keystrokes used for commands or features are printed in bold type. The text of the practice exercises is displayed in a box. Sideheadings are printed in 12 point, bold, all caps, and indicate a specific feature to be covered. Sub-sideheadings are printed in 12 point, bold, first letter capitalized, and indicate step-by-step instructions for using that feature. "Notes:" are additional comments, information, or explanations of possible problem areas and are shown in italic.
Reinforcement exercises	Reinforcement exercises are included at the end of each part. These exercises consist of recall questions which are intended to assist the student in understanding the features learned in the preceding exercises. By answering the questions, the student is able to summarize and recall the steps used for each feature. Following the recall questions are practice exercises applying the functions learned to actual document production.
Quick Reference Guides	This text contains two Quick Reference Guides. Appendix I consists of a guide to the basic functions and may be used as a review of the various basic features such as character, paragraph, and division formatting, setting tabs, using the Spelling program and the Thesaurus, plus other basic features. Appendix II is a guide to the advanced features learned in this text. These guides summarize the keystrokes used for the various functions and list them in alphabetical order. Students are encouraged to use these guides in working through the practice exercises and in producing their own documents.
Prompt sheet	Appendix III provides the student with a two-page prompt sheet listing the function keys and the features assigned to each, plus the speed keys used to apply various types of character or paragraph formatting. In addition, other keystrokes used to move the highlight and perform functions such as entering new paragraphs, new lines, new pages, or new division marks are included. This is different from the Quick Reference Guide, which gives instructions for use, as well as the keystrokes.
Glossary of Terms	Appendix IV consists of a glossary of computer terms as well as terms common to Microsoft Word.

**INSTRUCTOR'S
MANUAL**

An Instructor's Manual is included in the package along with the text book and consists of the following:

- * A description of the organization of the text.
- * A description of the organization of the instructor's manual.
- * An outline of each Part consisting of:
 - Learning objectives
 - Teaching techniques
 - Chapter outline
 - Lecture outline for each chapter
 - The solutions to the recall questions
 - The solutions to the practice exercises
- * A test bank including:
 - A test for each part: 2 through 9.
 - A comprehensive test covering parts 2, 3, 4, and 5.
 - A comprehensive test covering parts 6, 7, 8, and 9.
 - A final test covering all parts: 2 through 9.
- * Solutions to the test bank
- * A Hands-on test consisting of four parts:
 1. Creating and using a macro
 2. Using graphics to create and print a flier
 3. Using graphics to create a form
 4. Filling in the form and using math for calculating totals.
- * Solutions to the hands-on test
- * A set of twenty-four transparency masters of the various menus and screens, plus examples of documents displaying some of the features learned in this text.

ACKNOWLEDGMENTS

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Janet Wilson, Seattle University

Patricia Shepard, Bellevue Community College

USING MICROSOFT WORD VERSION 5.0 ADVANCED FUNCTIONS

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PART 1

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CHAPTER 1

INTRODUCTION

This text is intended to be used upon completion of Using Microsoft Word Basic Functions. In order to get the most out of this text, you should be comfortable with the basic features of Microsoft Word: creating and saving a document; editing text; selecting blocks of text; formatting including character, paragraph, and division formatting; setting tabs; using special features such as the Spelling program and the Thesaurus; using the Search and the Replace menus; creating and using glossary entries; and creating and using summary sheets.

The advanced features covered in this text include: formatting text in newspaper columns and side-by-side paragraphs; using the line draw features which include formatting text in boxes or with lines, using the tab key to draw horizontal lines, and using the Ctrl F5 key for line drawing; using the Format pOsition menu and the Library Link menu to produce documents containing graphics. You will also learn how to use the merge functions to produce mass mailings and address labels; use the sort feature to alphabetize and list items numerically; use the math function to add, subtract, multiply, and divide; create and use macros; insert and number footnotes and annotations automatically; and format and use bookmarks for cross-referencing. Finally, you will learn to use the powerful style sheet function to format text automatically; use the outline feature to organize and write documents; and use the index and table of contents to compile references for your document.

The advanced functions are presented with step-by-step instructions for producing documents incorporating the specific functions in each chapter. At the end of each part, a reinforcement chapter is incorporated containing recall questions and answers plus several practice exercises which enable students to apply the functions to document production.

OBJECTIVES

The objectives of this text are to:

1. Provide a tool for classroom learning.
2. Present the material in a logical, orderly manner.
3. Use practice exercises throughout to aid in a clearer understanding of the features of Microsoft Word 5.0.
4. Use recall exercises and reinforcement documents at the end of each chapter for maximum recall and retention of the material presented.
5. Provide a quick reference guide to both basic and to advanced features. The quick reference guide summarizes the keystrokes used for each function and lists them in alphabetical order.
6. Provide a prompt sheet listing the functions in alphabetical order and shows the speed key for each function.
7. Provide a glossary of computer terms.
8. Provide an index for quick location of information.

HOW TO USE THE TEXT

Each chapter in this text is organized in several parts.

- * A preview discusses the functions to be covered, briefly explaining what they are, and how they may be used. Also included is other pertinent information affecting how you use the function.
- * Step-by-step instructions guide you through the procedure for using Word to produce the document in the practice exercises.
- * Text shown in a box is a practice exercise.
- * Text printed in bold is text which is to be typed, or indicates the keystrokes used to perform various functions.
- * Notes are printed in italic and provide additional information about the function. The information in the notes sometimes gives you alternative ways of using the function or tips and suggestions for its application.
- * Sections containing recall questions, reinforcement documents, and answers to the recall questions, are included in parts 2 through 9. These reinforcement exercises enable you to immediately apply the functions to other documents, thereby helping you retain what has been learned.