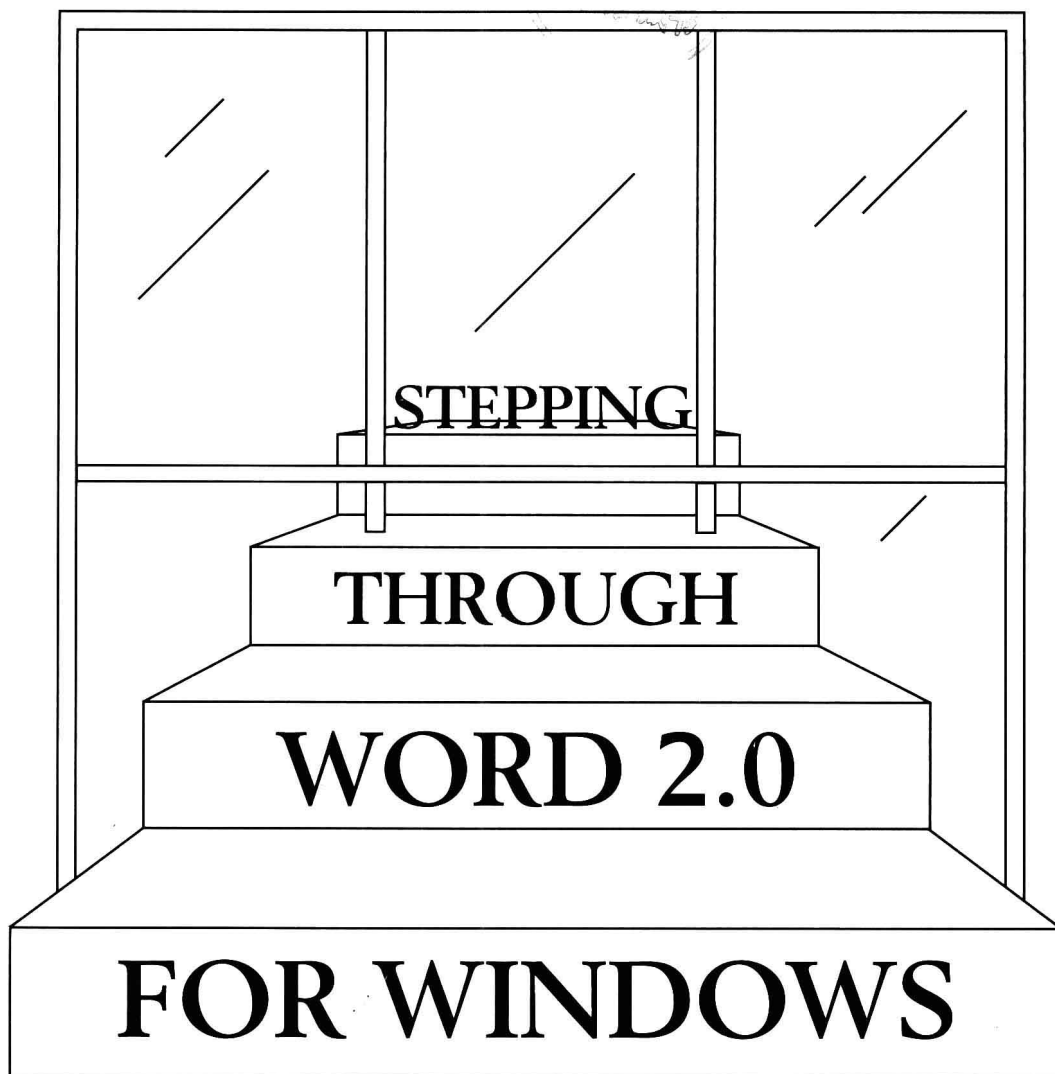


STEPPING
THROUGH
WORD 2.0
FOR WINDOWS

elf electronic learning facilitators, inc.



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Preface

Overview

Stepping Through Word 2.0 for Windows is a comprehensive workbook and reference guide designed to prepare you to work with Microsoft® Word for Windows™ Version 2.0 on an IBM or IBM-compatible PC. This book is intended for students who are familiar with DOS and Windows 3.1.

This workbook is divided into 14 chapters. Each chapter includes a discussion of new concepts, several activities where those concepts are practiced, and On Your Own sessions that let you experiment with what you've learned.

When you finish this course, you should be able to:

- Start Word for Windows and identify the parts of the Word for Windows screen
- Create, edit, format, and print a word processing document
- Customize the Word window
- Create tables and columns
- Create and use glossaries, styles, and templates
- Use bookmarks, fields, footnotes, annotations, and revision marks
- Create indexes, tables of contents, and outlines
- Use print merge
- Create and use macros
- Import figures and work with graphics

Organization

Stepping Through Word 2.0 for Windows has the following components:

- Chapter overview and objectives
- Instructional notes for each topic
- Step-by-step references to accomplish each function
- Screen facsimiles
- Guided hands-on activities
- Unguided On Your Own exercises and Case Studies
- Index



Guide to the Workbook



Although *Stepping Through Word 2.0 for Windows* is comprehensive, it is **not** a user's manual. Refer to the *Microsoft Word for Windows User's Guide* for information not contained in this workbook.

The best way to use this book is sequentially — step-by-step — since many of the activities build on concepts developed and files created in previous units. Similarly, most activities and exercises build on each other. If you follow the steps to complete one exercise, you should be able to begin the next activity without additional preparation. **Do not save or close a document unless you are instructed to do so.**

Conventions

You'll see the following conventions in this book:

- In narrative text, nonalphabetic keys to be pressed are enclosed in brackets, for example, [F1], [Enter].
- In activities and exercises, keys to be pressed are shown as keycap symbols, for example,  .

- Keys used in combination with the Control, Alt, or Shift keys are shown in narrative text as [Shift] [F4] and in activities and exercises as  . The [Shift] key is held down while the [F4] key is pressed and released.
- Hands-on activities have numbered steps to distinguish them from reference material.
- Many activities have an On Your Own task to reinforce your knowledge. If you are unable to complete the task, ask your instructor for assistance.
- Notes, Cautions, On Your Owns, and Quick Checks are identified by the following symbols in the left margin:



Note



On Your Own



Caution



Quick Check

- Text shown like the following is either text to be typed or an action to be performed by the student:

*type **Acme Letter** and press *

Student Disk

The student disk that accompanies this book contains the following files:

ACME.DOC	ETIKET.DOC	RCSDONE.DOC	TMEMO.DOC
ACMEFIN.DOC	FINRPT.DOC	RCSLOGO.PCX	TOC.DOC
ASCIBEN.DOC	INSTAB.DOC	RCSNEWS.DOC	TRAIN.DOC
CHECK.DOC	MAILLABL.DOT	RCSSIG.WPG	TRAVEL.DOC
COLUMNS.DOC	MARGIN.DOC	RCSTRAIN.XLC	VIEW.DOC
DMED.DOC	MEMOMAC.DOT	RCSTRAIN.XLS	WWDATA.DOC
DSR_CORP.TIF	MVANDCP.DOC	RUNNING.WMF	WWHEADER.DOC
DTRUST.DOC	OUTLINE.DOC	SCHTAB.DOC	WWPRIDOC.DOC
EDIT.DOC	OUTLINEF.DOC	SIDEWAY.DOC	

System Setup

The activities presented herein assume a system configuration for each workstation as follows:

- An IBM or IBM-compatible computer running Windows 3.1 and Word for Windows 2.0. It is assumed that Word for Windows software is installed in the C:\WINWORD directory.
- A floppy disk drive designated as drive A: in which the student disk will be inserted. If another floppy disk drive is to be used for the student disk, that drive designator should be substituted in any activity that refers to drive A:.
- Access by each workstation to a laser printer.
- A mouse input device. Keyboard equivalents for most mouse procedures are available, but a mouse is assumed to be the primary input device for all activities.

Acknowledgments

We would like to acknowledge the following individuals for making *Stepping Through Word 2.0 for Windows* possible: Lucille Parker, Karen Penn, Ken Robertson, and Lisa White who developed and wrote the book; Carol Derenak who reviewed and tested the activities; Lisa White who produced the book; and Carolyn Adler who conceived, planned, and produced it.

We welcome all questions and comments from users of this workbook.

**electronic learning facilitators, inc.
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Bethesda, Maryland 20814**

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Chapter 1

A First Look At Word

Overview

This book is designed for you, whether or not you've used a word processor before. In this first chapter you'll be introduced to Microsoft® Word for Windows™ Version 2.0, one of the most advanced word processors on the market today. Although Word has virtually any feature that you might want, you'll find it is simple to learn and to use.

Objectives

- Understand the principles of word processing
- Start the Word for Windows program
- Identify the parts of the Word window
- Close Word

What Is Word Processing

The term **word processing** was introduced some time ago to differentiate between the way text was typed on a typewriter and the way it could be typed and edited on the new personal computers. Today the term has come to mean much more. Word for Windows not only allows you to enter and edit text, but to do many other tasks as well. This book will introduce you to the multitude of capabilities that Word provides to make your writing tasks easier and your work more attractive and readable.

If you are new to word processing, you may look forward to:

- **Word wrap**, the ability of the program to automatically move a word to the next line as you type beyond the right margin. You'll use the [Enter]

key (similar to a typewriter carriage return) only at the end of a paragraph.

- On-screen editing which allows you to correct errors and make changes before you print a document
- Using **bold** and *italics* to emphasize words and phrases
- The ability to save documents permanently on disk for future use

If you've used older versions of Word, you have come to expect:

- Character, paragraph, and document formatting
- A thesaurus and spelling checker to proof your document
- Formatting with columns and side-by-side paragraphs
- Styles to give consistency to your work
- Headers and footers to automatically provide page numbers and important information at the top and bottom of each page
- Macros to automate repetitive jobs

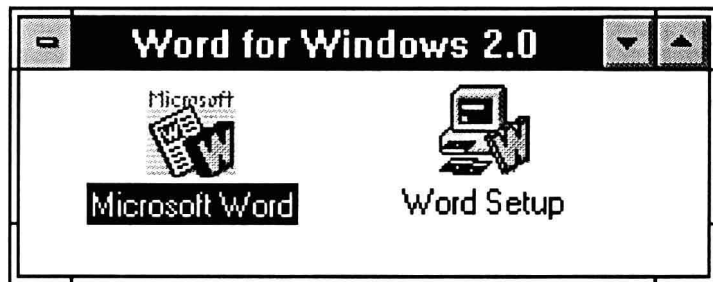
Word for Windows Version 2.0 adds many features to make it one of the most powerful and yet simple word processors available. Here are a few of the additions:

- **Drag-and-drop**, a method for extra quick moving and copying
- A new table editor that takes much of the pain out of creating tables
- Simple ways to import, size, and place graphics
- A quick way to print envelopes using the address typed in a document

Starting Word

- A toolbar and ribbon to make tasks like editing, saving a document, formatting characters and paragraphs, and printing as easy as clicking an icon
- Special help with advanced jobs like merge printing
- A grammar checker to help with proofing documents
- Auxiliary programs for charts, equations, and fancy printing

When Word was installed, the setup program automatically created a Windows group in the Program Manager containing icons for two Word for Windows programs, Word and Word Setup.



You can start Word from the Windows Program Manager using one of the following methods:

Use the arrow keys to move to the Microsoft Word icon and press [Enter]

or

Double-click the Microsoft Word icon

If Windows was not started when you turned on the computer, you may start both Windows and Word by typing:

win winword 