

MICROSOFT® WORD FOR WINDOWS™ : A PRACTICAL APPROACH

LEWIS
MORRISON

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PREFACE

Microsoft® Word for Windows™¹: *A Practical Approach—Tutorial and Applications* is designed and written to introduce basic and advanced word processing features using Microsoft Word for Windows version 2.0 on an IBM or IBM compatible personal computer. The text is designed for an introductory course at the high school and post-secondary levels, and is a convenient source of reference for users of Word for Windows.

ORGANIZATION AND FEATURES OF THE TEXT

Each chapter builds on previously learned procedures. New concepts are introduced in logical progression; the chapters are sequenced in a building-block approach to maximize the use of the software commands and procedures.

- ▶ Chapters organized in a simple-to-complex order
- ▶ Basic word processing functions for keying and editing text
- ▶ Formatting features including annotations, search and replace, and sorting and calculating
- ▶ More advanced features including templates, glossaries, styles, merging, sorting and calculating, and multiple-column documents
- ▶ Mouse procedures and keyboard shortcuts presented throughout the text
- ▶ Emphasis on the Toolbar™, the ruler, and the ribbon to execute word processing functions easily and quickly
- ▶ Numerous exercises introduce new concepts in step-by-step instructions
- ▶ Exercises and applications all based on realistic documents used in businesses in the '90s (scripted copy and draft documents with proofreaders marks included)

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LEARNING AIDS IN THE TEXT

Each chapter offers carefully planned and detailed instruction for easy and effective learning. The following features are included:

- ▶ Chapter objectives
- ▶ Preparation steps
- ▶ Screen illustrations
- ▶ Icon illustrations
- ▶ Chapter exercises; titled for easy reference; step-by-step instructions
- ▶ Hints on how to complete procedures previously presented
- ▶ Review activities
- ▶ Review questions
- ▶ Key terms italicized and defined in the Glossary
- ▶ Reference questions; answers found in the Word for Windows documentation
- ▶ Glossary
- ▶ Appendix
- ▶ Index
- ▶ Template Disk that eliminates the need for time-consuming keyboarding

INSTRUCTOR'S MANUAL

Although this text can be used as a self-paced learning guide, a comprehensive instructor's manual provides the following:

- ▶ General suggestions for presenting the chapter
- ▶ Lesson enhancement suggestions, including troubleshooting suggestions and supplemental activities and information
- ▶ The estimated time for completion of each chapter
- ▶ Unit theory tests and unit computer activities
- ▶ Solutions for chapter exercises, chapter review questions, computer activities, unit theory tests, and unit computer activities
- ▶ Solutions Disk
- ▶ Unit review questions and computer activities

TO THE STUDENT

This tutorial provides an easy introduction to Windows version 3.1 and basic word processing functions using Word. Upon completion of the text you will be able to use proficiently many of the powerful features of Word for Windows version 2.0.

If this is your first experience using Windows, you will want to work through the Introduction before beginning Chapter 1. It provides information about using the Windows program, including opening and closing windows, moving and sizing windows, and switching between group and document windows. If you are familiar with Windows, it is an excellent review of the fundamentals. If this is your first experience working with a mouse, or if you want to review the procedures and terminology for using a mouse, refer to Appendix E.

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GETTING STARTED

Microsoft Word for Windows version 2.0 is a full-featured word processor. It enables you to work efficiently and easily to produce professional results for a variety of documents containing text and graphics. The Microsoft Windows graphical environment makes the computer easier and more fun to use. Before you begin this course, the software must be installed properly. The following checklist will assist you in installing the software and using this textbook.

HARDWARE/SOFTWARE CHECKLIST

Hardware:

- ✓ PC with 286, 386, or 486 microprocessor
- ✓ Hard drive
- ✓ 1.2 or 1.44 MB floppy disk drive
- ✓ 1 MB of RAM for the basic program (2 MB for all available features)
- ✓ EGA or VGA monitor
- ✓ Mouse (preferably with two or three buttons)

- ✓ Printer supported by Windows 3.1 or 3.0

Software:

- ✓ Word for Windows 2.0
- ✓ Windows 3.1 (3.0 will work, but instructions and illustrations will vary slightly)
- ✓ DOS 3.3 or higher (5.0 recommended)
- ✓ Template Disk (supplied with text)
- ✓ Formatted Data Disks

OPTIONAL SETUP INSTALLATIONS

(for CHAPTERS 10, 12, 13 and 16):

- ✓ Spelling
- ✓ Grammar
- ✓ Thesaurus

- ✓ Hyphenation
- ✓ Templates
- ✓ Paintbrush graphics filter

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INTRODUCTION TO WINDOWS

This introduction presents some basic features of Windows 3.1. If you are comfortable working with the Windows 3.1 program, you can use this for a review or simply go on to Chapter 1.

PREPARATION

1. To load (start) Windows: at the *DOS* prompt, key **win** (do not capitalize text in this course unless it is illustrated with capital letters) and press ENTER. If necessary, switch directories before loading Windows (your instructor will let you know if this is necessary).
2. If your screen shows only the Program Manager icon at the bottom of your screen, press ALT, then SPACEBAR, then r.

Your screen should now look similar to Figure I.1A or Figure I.1B. Note, however, that as you work through this introduction your screens may look different from the ones illustrated. It is not necessary that screens match exactly.

3. If at any point during this introduction an application other than the Program Manager (such as Word for Windows) shows on your screen and you have not been instructed to switch to or load that application, press ALT, then SPACEBAR, then c until you return to the Program Manager application window.
4. If you need to exit Windows before completing this introduction, press ALT, then SPACEBAR, then c, then ENTER. If you see the "Exit Windows" box and you are not exiting Windows, however, press ESC.



Program Manager

FIGURE I.1A
Cascaded Windows

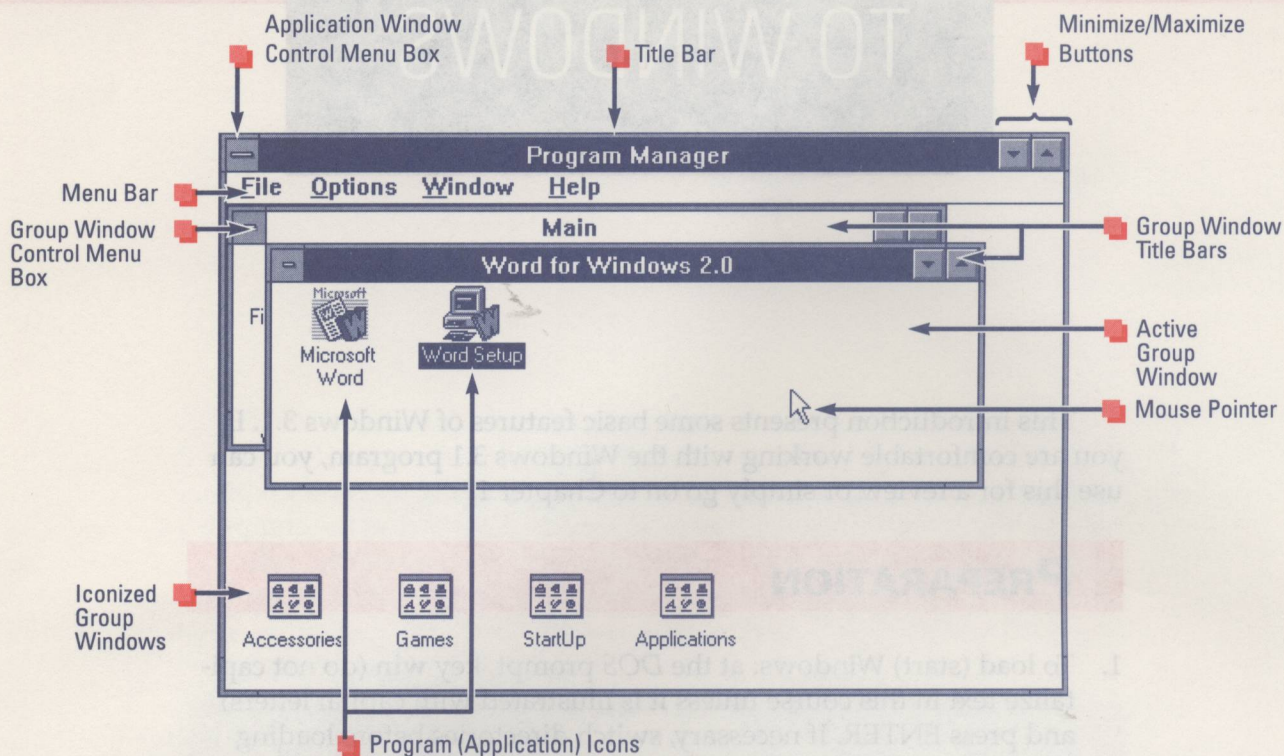
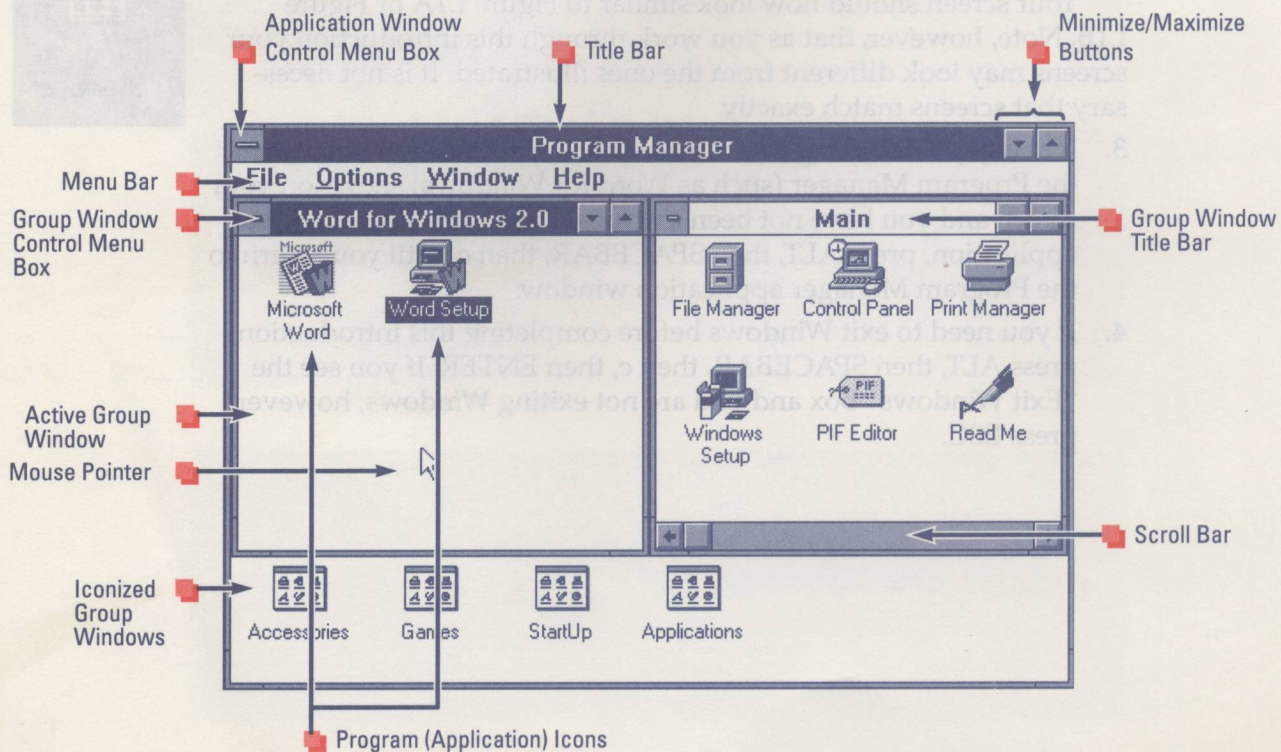


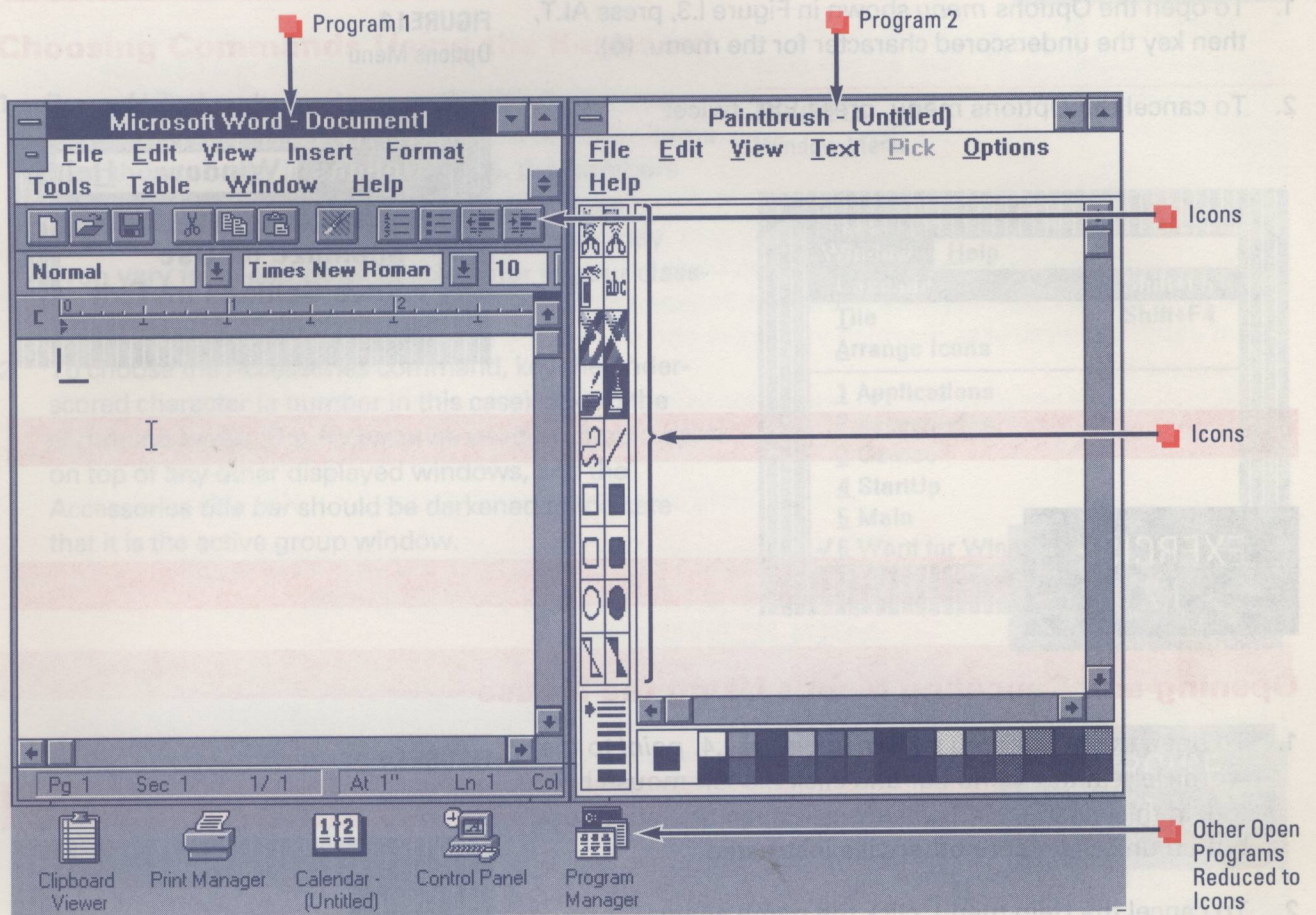
FIGURE I.1B
Tiled Windows



WINDOWS FEATURES

Microsoft Word for Windows (referred to after this simply as "Word") runs in the Windows environment. Using the Windows program (referred to after this simply as "Windows") allows you to *multi-task*; that is, to run more than one software application at a time, as shown in Figure I.2. The skills you learn in this introduction can be applied in all Windows applications, including Word.

FIGURE I.2
Multi-tasking



Notice that Windows applications are graphics-oriented. As shown in Figure I.2, all Windows programs use *icons* (pictorial representations of functions and *windows*).

OPENING AND CANCELING MENUS IN WINDOWS APPLICATIONS

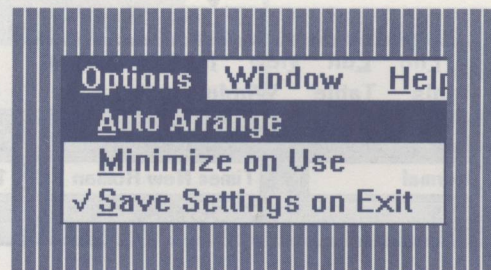
Menus in Windows applications can be opened and closed using either the keyboard or the mouse.

EXERCISE I.1

Opening and Canceling Menus Using the Keyboard

1. To open the Options *menu* shown in Figure I.3, press ALT, then key the underscored character for the menu, (**o**).
2. To cancel the Options menu, press ESC twice.

FIGURE I.3
Options Menu

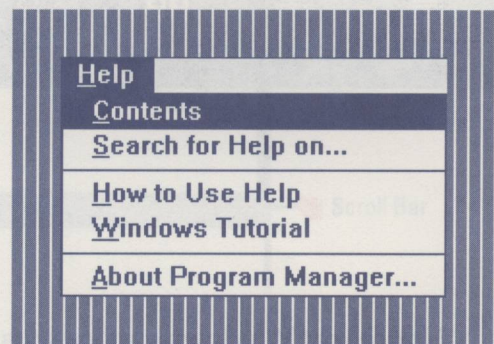


EXERCISE I.2

Opening and Canceling Menus Using the Mouse

1. To open the Help menu shown in Figure I.4, *point* to the word Help in the *menu bar* and click the left mouse button. In this course, *click* will always mean the left mouse button unless you are otherwise instructed.
2. To cancel the Help menu, click the name again.

FIGURE I.4
Help Menu



CHOOSING COMMANDS IN WINDOWS APPLICATIONS

Commands in Windows applications can be chosen from open menus using the keyboard or the mouse. Commands can also be chosen using keyboard shortcuts (with no open menus). If you accidentally choose a command name followed by three dots (an ellipsis) and a box opens on your screen, press ESC to cancel it.

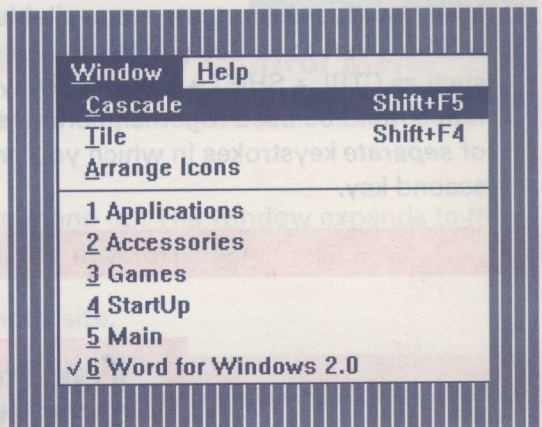
EXERCISE I.3

Choosing Commands Using the Keyboard

1. Press ALT, then key **w** to open the Window menu. (Your Window menu may show more or fewer items than those shown in Figure I.5. Also, the numbers next to the items may be different from those shown. The numbers for the Window menu may even vary from computer to computer in your classroom.)
2. To choose the Accessories command, key the underscored character (a number in this case) next to the command name. The Accessories window should open on top of any other displayed windows, and the Accessories *title bar* should be darkened to indicate that it is the active group window.

FIGURE I.5

Window Menu



EXERCISE I.4

Choosing Commands Using the Mouse

1. Click Window in the menu bar to open the Window menu.
2. To choose the Tile command click the word Tile. (If your screen does not change, you are probably already in a Tile arrangement similar to that shown in Figure I.1B on page 2. Another possibility is that only a single group window, Accessories, is open.)

In the future, you will generally not be instructed to open a menu. You will see an instruction such as "Choose Window Tile," which means open the Window menu and choose the Tile command.

EXERCISE I.5

Choosing Commands Using Keyboard Shortcuts (without Opening Menus)

1. Open the Window menu. Notice that next to the Cascade and Tile command names are keystroke combinations (SHIFT + F5 and SHIFT + F4). These are shortcuts that can be used in place of opening the menu to choose the command.
2. Cancel the Window menu.

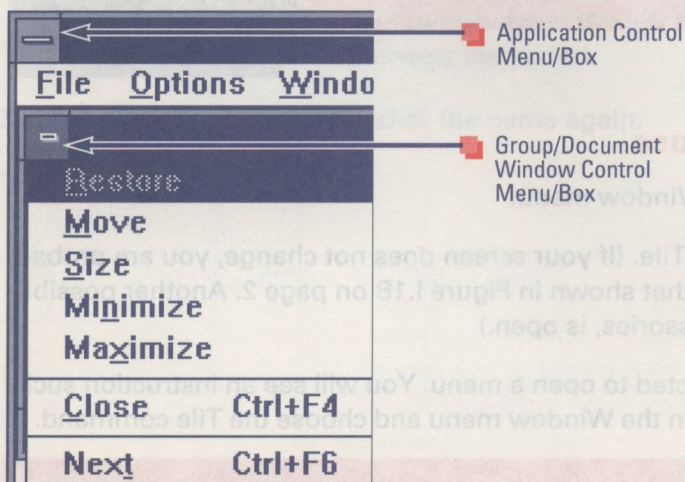
HINT: Press ESC twice.

3. Hold down SHIFT and press the F5 function key, then release both keys simultaneously. (If after pressing SHIFT + F5, your screen does not change, you are probably already in a Cascade arrangement similar to that shown in Figure I.1A on page 2. Another possibility is that only a single group window, Accessories, is open.)

Many keyboard shortcuts are available in Windows applications (including Word). All shortcuts will be given to you as you learn to use new commands in this course. Keystroke combinations such as CTRL + SHIFT + F12 will always be shown with a PLUS sign to indicate two or more keys that should be used *together*; commas between keys such as ALT,HYPHEN indicate a sequence of *separate* keystrokes in which you press and release the first key, then press and release the second key.

THE CONTROL MENU AND MOUSE ALTERNATIVES IN WINDOWS APPLICATIONS

FIGURE I.6
Group Window Control Menu



Control menus and mouse alternatives are available for both application windows and group windows (document windows in Word). The

Control menu box is used to access a Control menu similar to the one shown in Figure I.6. The Control menu box with the large hyphen is for the application window, and the Control menu box with the small hyphen is for the group/document window. Although practice is not given on both application windows and group/document windows for every procedure, the procedures work the same for both types of windows unless otherwise noted.

**EXERCISE
1.6****Choosing Commands from an Application Control Menu**

1. Press ALT, then SPACEBAR to open the Program Manager application window Control menu.
2. Key the underscored character next to the Maximize command (**x**). The window expands to fill the screen.
3. Press ALT, SPACEBAR, r to restore the window to its previous size.

**EXERCISE
1.7****Choosing Commands from a Group/Document Window Control Menu**

1. Press ALT, then HYPHEN to open the active group window's Control menu (it does not matter which group window is active).
2. Key the underscored character next to the Maximize command (**x**). The window expands to fill the Program Manager window (all other group windows are now invisible).
3. Press ALT, HYPHEN, r to restore the window to its previous size.

Moving Windows

Although exact positioning of windows is not required until Chapter 15, you may occasionally wish to reposition (move) a window to see another area of the screen more clearly. Note that in the exercises throughout the rest of this book, ←, →, ↑, and ↓ refer to the direction keys on your keyboard.

**EXERCISE
1.8****Moving Windows Using the Control Menu and the Keyboard**

1. Choose Window Main to activate the Main group window.

HINT: Press ALT, then w, then the number of the Main group.