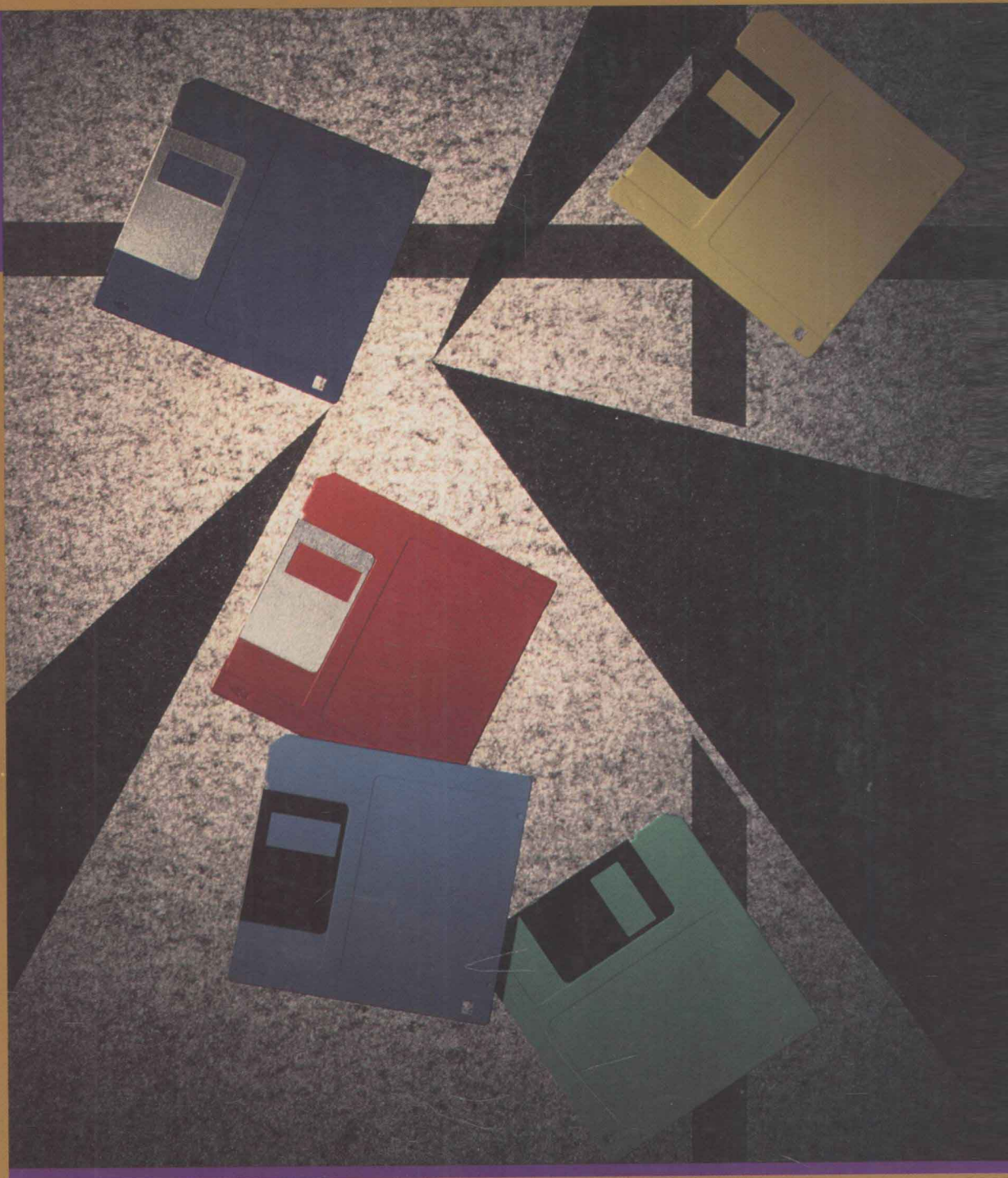


IRWIN
ADVANTAGE
SERIES FOR
COMPUTER
EDUCATION

HUTCHINSON
SAWYER
COULTHARD



Microsoft Word 6.0[®] for Windows[™]

MICROSOFT WORD[®] 6.0

FOR WINDOWS[™]

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***With Special Thanks To*
Ingrid U. Neumann**

**THE IRWIN ADVANTAGE SERIES
FOR COMPUTER EDUCATION**



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USING THIS GUIDE

This tutorial is one in a series of learning guides that lead you through the most popular microcomputer software programs available. Concepts, skills, and procedures are grouped into session topics and are presented in a logical and structured manner. Commands and procedures are introduced using hands-on examples, and you are encouraged to perform the steps along with the guide. Although you may turn directly to a later session, be aware that some sessions require, or at least assume, that you have completed the previous sessions. For maximum benefit, you should also work through the short answer questions and hands-on exercises appearing at the end of each session.

The exercises and examples in this guide use several standard conventions to indicate menu options, keystroke combinations, and command instructions.

MENU INSTRUCTIONS

In Windows, all Menu bar options and pull-down menu commands have an underlined or highlighted letter in each option. When you need to execute a command from the Menu bar—the row of menu choices across the top of the screen—the tutorial's instruction line separates the Menu bar option from the command with a comma. For example, the command for quitting Windows is shown as:

CHOOSE: File, Exit

This instruction tells you to choose the File option on the Menu bar and then to choose the Exit command from the File pull-down menu. The actual steps for choosing a menu command are discussed later in this guide.

KEYSTROKES AND KEYSTROKE COMBINATIONS

When two keys must be pressed together, the tutorial's instruction line shows the keys joined with a plus (+) sign. For example, you can execute a command from the Windows Menu bar by holding down (**Alt**) and then pressing the key with the underlined or highlighted letter of the desired command.

To illustrate this type of keystroke combination, the following statement shows how to access the File menu option:

PRESS: **Alt**+f

In this instruction, you press the **Alt** key first and then hold it down while you press f. Once both keys have been pressed, they are then immediately released.

COMMAND INSTRUCTIONS

This guide indicates with a special typeface data that you are required to type in yourself. For example:

TYPE: Income Statement

When you are required to enter unique information, such as the current date or your name, the instruction appears in italics. The following instruction directs you to type your name in place of the actual words: "your name."

TYPE: *your name*

Instructions that use general directions rather than a specific option or command name appear italicized in the regular typeface.

SELECT: *a different pattern for the chart*

ADVANTAGE DISKETTE

The Advantage Diskette, provided with this guide or by your instructor, contains the files that you use in each session and in the hands-on exercises. This diskette is extremely important for ensuring the success of the guide.

If you are using this guide in a self-study program, we suggest that you make a copy of the Advantage Diskette using the DOS DISKCOPY command. When the guide asks you to insert the Advantage Diskette, you insert and work with the copied diskette instead. By following this procedure, you will be able to work through the guide again at a later date using a fresh copy of the Advantage Diskette. For more information on using the DISKCOPY command, please refer to your DOS manual.

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SESSION 1

MICROSOFT WORD 6.0: FUNDAMENTALS

Word processing is the most popular application for microcomputers. Whether you write term papers, business plans, or letters to your Aunt Sally, a word processing software package lets you easily create, edit, format, and permanently store documents. In the educational and business communities, you are often expected to use a computer and word processor to create your work—handwritten correspondence just isn't acceptable in these formal environments. In this session, you explore the features and benefits of word processing using Windows and Microsoft Word 6.0.

PREVIEW

When you have completed this session, you will be able to:

Describe several features of word processing software.

•

Describe the benefits of Microsoft Windows.

•

Load Windows and start Microsoft Word 6.0.

•

Describe the parts of the Word screen.

•

Access the Help facility.

•

Enter, edit, and erase text in a document.

•

Save, close, and retrieve documents.

•

Exit Microsoft Word 6.0.

SESSION OUTLINE

- Why This Session Is Important
- Word Processing with Microcomputers
 - Entering Text
 - Editing Text
 - Formatting
 - Proofing Tools
 - Printing
 - Merging
- The Windows Advantage
- Features of Microsoft Word 6.0
- Working with Word
 - How the Mouse Is Used
 - How the Keyboard Is Used
- Starting Word
- The Guided Tour
 - Application Window
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- Saving and Closing a Document
- Beginning a New Document
- Opening an Existing Document
- Leaving Word
- Summary
 - Command Summary
- Key Terms
- Exercises
 - Short Answer
 - Hands-On

WHY THIS SESSION IS IMPORTANT

This guide leads you step-by-step through the most popular word processing program available for Microsoft Windows—Microsoft Word 6.0. You will initially concentrate on word processing fundamentals and then explore the basic procedures, commands, and utilities required to work effectively with Word. To begin, this session introduces word processing terminology and lets you practice creating, saving, and retrieving documents.

Word processing is the most commonly used application for microcomputers and is often cited as the primary reason for purchasing a computer. Briefly stated, **word processing** is the method by which documents (for example, letters, reports, and other correspondence) are created, edited, formatted, and printed. Although the process of creating a document using a word processing software program is similar to using a typewriter, the methods for editing documents differ greatly. With a typewriter, any changes you make—correcting typos, deleting words or sentences, adding or enhancing text—require you to retype the entire page or pages. Word processing programs, on the other hand, enable you to make changes without retyping any pages, as well as retrieve, edit, and reprint documents quickly and easily.

Some of the more popular word processing software programs include Microsoft Word, WordPerfect, and Ami Pro. These programs provide not only basic word processing tools but also publishing capabilities previously limited to commercial typesetters and printers. Let's begin exploring the features of word processing.

WORD PROCESSING WITH MICROCOMPUTERS

This section describes the basic features available in most word processing software programs. Beginning with a general discussion of how to create and edit a document, the section proceeds to more advanced issues such as merging mailing lists with form letters.

ENTERING TEXT

You create a document by typing information onto the screen. As you type, text appears at the **insertion point** or cursor. In Windows, the insertion point is displayed as a flashing vertical bar¹ and is positioned using the arrow keys or by clicking the mouse. Text is entered into a document in one of two modes: Insert mode or Overtyping mode. **Insert mode** inserts text at the insertion point and pushes existing text to the right. **Overtyping mode** inserts text in place of or over top of existing text. In most word processing programs, you press the **(Insert)** key to toggle between these modes.

Novices and experts alike make typing errors when creating a document. You correct these errors using the **(BackSpace)** and **(Delete)** keys. The **(BackSpace)** key removes text to the left of the insertion point on each key press, while the **(Delete)** key removes text to the right of the insertion point. Although these keys are useful for deleting text one character² at a time, more efficient methods exist for deleting sentences and paragraphs.

One significant advantage that word processing programs have, compared with typewriters, is a feature called **word wrap**. Word wrap describes the process by which the insertion point is automatically moved to the beginning of the next line when the end of the current line is reached. In other words, you may type continuously without regard to pressing the carriage return or **(Enter)** key to advance to the next line. The **(Enter)** key is used only to end paragraphs and insert blank lines in a document.

EDITING TEXT

Word processing programs have numerous editing features to assist you in making corrections and modifications to existing documents. Two of the most important features involve methods for inserting, deleting, and rearranging text. First, the Insert mode enables you to insert text anywhere in a document. This process works well for inserting a sentence or phrase in the middle of an existing paragraph. Second, the copy and move functions allow you to change the order of paragraphs or sections in a document and limit the need to retype similar information. Some word processing programs even possess sophisticated search and replace capabilities for changing information throughout an entire document.

¹ Be careful not to mistake the insertion point for the vertical I-beam mouse pointer.

² *Character* is a computer term meaning letter, number, punctuation mark, or symbol.

These editing features are often underutilized, and an awareness of them is the first step to becoming a “power user” of word processing software.

FORMATTING

Formatting refers to changing the appearance or position of text in a document. There are four different levels of formatting:

- *Character formatting* selects typefaces, font sizes, and styles for text. The most common way to emphasize text is to apply boldface, italic, or underline character formatting styles.
- *Paragraph formatting* specifies text alignment, line spacing, indentations, tab settings, and borders. A paragraph can be a single line of text or an entire page. Each paragraph may be formatted independently from the rest of the document.
- *Section formatting* lets you specify page numbers, headers, and footers for different sections or chapters of a document.
- *Document formatting* specifies the overall page layout. Formatting topics at this level include choosing the paper size (letter or legal), page orientation (portrait³ or landscape⁴), and margins.

These formatting options are discussed in detail throughout this guide.

PROOFING TOOLS

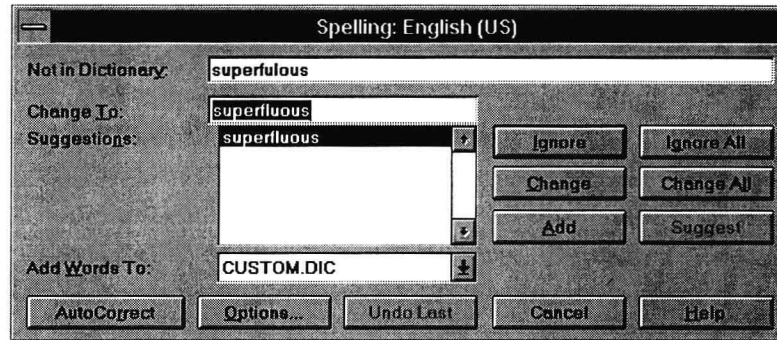
Most word processing programs offer spell-checking capabilities. When you request a spelling check of a document, the word processing program loads a standard spelling dictionary into the computer's memory. Each word in the document is then compared to the words stored in the dictionary. If no match is found, the **spelling checker** (Figure 1.1) typically marks the word and suggests correctly spelled words. At this point, you can type a new word, accept a word from the list, or keep your original word. Many programs also offer the ability to create custom dictionaries for storing proper names, terminology, and abbreviations.

³ *Portrait* orientation refers to a page that is taller than it is wide.

⁴ *Landscape* orientation refers to a page that is wider than it is tall.

Figure 1.1

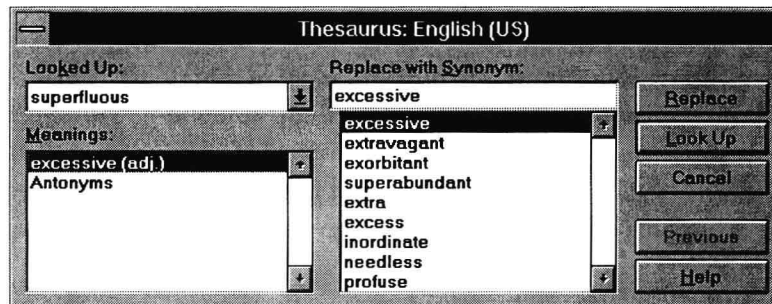
Word's Spell
Checker



Another writing tool commonly found in word processing programs is the electronic **thesaurus**. A thesaurus (Figure 1.2) provides a list of synonyms (and antonyms) for a given word or phrase. As with the spelling checker, you can either type a new word, accept a word from the presented list of synonyms, or keep your original word.

Figure 1.2

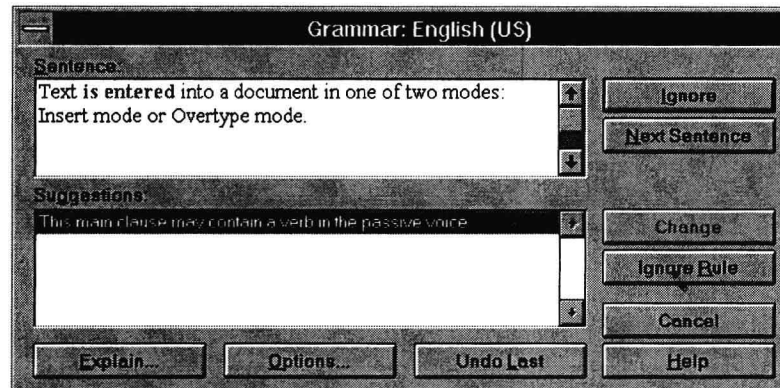
Word's Thesaurus



Microsoft Word was one of the first word processing software programs to incorporate a full-featured **grammar checker** (Figure 1.3) to analyze punctuation, sentence structure, and word usage. You can often choose the intensity of analysis based on rules from different writing styles, such as business or personal. These tools commonly display summary statistics on readability and assign your document an audience grade level.

Figure 1.3

Word's Grammar Checker.



PRINTING

After creating, editing, formatting, and proofing a document, you'll usually want to send it to the printer. Before performing this step, you should make sure your computer is connected to a printer. Your options for printing a document often include printing multiple copies and limiting the print selection to specific pages. Most word processing programs also allow you to preview a document onscreen before printing. Besides saving trees, this feature allows you to see the effects of formatting changes without having to print the document.

MERGING

One of the most powerful features of word processing software is the ability to merge names and addresses into standard documents for printing. This process, called **mail merge**, allows you to create a single document and then print personalized copies for numerous recipients. Mail merge activities are not limited, however, to producing form letters. Merging can be used to print a batch of invoices, promotional letters, or legal contracts.

THE WINDOWS ADVANTAGE

Microsoft Word is the best-selling word processing software program for the Windows environment. With tens of millions of copies sold in the last few years, Windows is fast becoming the environment of choice for personal computer users worldwide. This section explains some of the benefits of working in the Windows environment.

Microsoft Windows is a software program that works with DOS to provide a **graphical user interface** (GUI) for programs. A graphical interface makes using computers easier and more intuitive for most people. With Windows, you use a pointing device called a **mouse** to select from **icons** (pictures that represent programs or functions).

Some of the advantages of working in the Windows environment include these factors:

- *Windows programs are easy to learn and easy to use.*
Windows provides a standardized interface for all programs, whether they are word processing, spreadsheet, or database applications. As a result, you can use the knowledge acquired from one Windows product in working with other Windows products.
- *The ability to run more than one application at a time.*
Windows is a **multitasking** environment whereby more than one application or program may be running at the same time. For example, multitasking allows you to simultaneously receive an electronic mail message, calculate a spreadsheet, and print a report.
- *The ability to exchange information among applications.*
Windows provides a program called Clipboard that lets you copy and move information within an application or among applications. For example, it's easy to copy a budget from an Excel spreadsheet to the Clipboard and then paste that budget into a Word document.
- *The ability to display on the screen what you will get from the printer.*
This feature is called **WYSIWYG** ("What You See Is What You Get"); it allows different fonts, borders, and graphics to be displayed on the screen at all times.

FEATURES OF MICROSOFT WORD 6.0

At the time of this writing, the latest release of Microsoft Word for Windows is version 6.0. To ensure its competitiveness in the marketplace, Microsoft introduced several significant features in Word 6.0. This section highlights some of these enhancements.

- Word 6.0 lets you access context-sensitive commands on a shortcut menu by pointing at text or an object, such as a toolbar or a picture, with the mouse pointer and clicking the right mouse button.
- Word 6.0 provides eight toolbars for single-step mouse access to menu commands. You can display, hide, move, and customize toolbars as required. In addition, you can assign macros to toolbar buttons and add new commands to the pull-down menus.
- The new Wizards and templates simplify the process of creating tables, performing mail merges, and writing standard documents, such as letters, agendas, resumes, and brochures. (*Note: Refer to Session 5 for a more detailed discussion on Word's Wizards.*)
- Multilevel Undo lets you reverse mistakes made several steps previous. Word also provides a Redo command to undo an Undo. Are you confused? Don't worry, you'll learn these features in this session!
- A new "thumbnail" print preview lets you show and edit several pages onscreen at the same time. You can quickly position graphics and rearrange text between pages using this display mode.
- Several "Auto" features make it easier for you to perform your work. For example, AutoCorrect corrects your typing errors and capitalization mistakes, AutoText replaces your abbreviations with full text entries or graphics, AutoFormat enhances your document with professionally created formatting styles, and AutoCaption adds captions to your graphics.

If you are new to word processing, you may not understand all of the terms used in the above discussion. Don't despair—you'll definitely understand the importance and utility of these features by the end of this guide. Now, let's begin our journey through Microsoft Word 6.0.