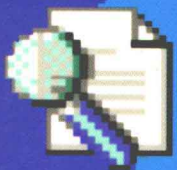# Windows® 95

MICROSOFT

Word 7.0a

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Microsoft Word 7.0a
for Windows® 95

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Word Processing Overview

One of the most widely used applications software programs is a word processor. Putting your thoughts in writing, from the simplest note to the most complex book, is a time-consuming process. Even more time-consuming is the task of editing and retyping the document to make it better. With the introduction of word processing, errors should be nearly nonexistent—not because they are not made, but because they are easy to correct. Word processors let you throw away the correction fluid, scissors, paste, and erasers. Now, with a few keystrokes, you can easily correct errors, move paragraphs, and reprint your document.

Definition of Word Processing

Word processing software is a program that helps you create any type of written communication. A word processor can be used to manipulate text data to produce a letter, a report, a memo, or any other type of correspondence. Text data is any letter, number, or symbol that you can type on a keyboard. The grouping of the text data to form words, sentences, paragraphs, and pages of text results in the creation of a document. Through a word processor you can create, modify, store, retrieve, and print part or all of a document.

Advantages of Using a Word Processor

The speed of entering text data into the computer depends on the skill of the user. If you cannot type fast, a word processor will not improve your typing speed. However, a word processor will make it easier to correct and change your document. Consequently, your completed document will take less time to create.

Another time saver is word wrap. As you enter text you do not need to decide where to end each line, as you do on a typewriter. When a line is full, the program automatically wraps the text down to the next line.

A word processor excels in its ability to change or edit, a document. Editing involves correcting spelling, grammar, and sentence-structure errors. As you enter characters using the keyboard, they are displayed on the screen and stored electronically in the computer's main memory. As you find errors, you can electronically delete or correct them. Once the document is the way you want it to appear, it can be permanently saved on a disk and printed on paper. Good-bye, correction fluid!

In addition to editing a document, you can easily revise or update it by inserting or deleting text. For example, a document that lists prices can easily be updated to reflect new prices. A document that details procedures can be revised by deleting old procedures and inserting new ones. This is especially helpful when a document is used repeatedly. Rather than recreating the whole document, you change only the parts that need to be revised.

Revision also includes the rearrangement of selected areas of text. For example, while writing a report, you may decide to change the location of a single word or several paragraphs or pages of text. You can do it easily by cutting or removing selected text from one location, then pasting or placing the selected text in another location. The selection can also be copied from one document to another.

Combining text in another file with text in your document is another advantage of word processors. An example of this is a group term paper. Each person is responsible for writing a section of the paper. Before printing the document, the text for all sections, which is stored in different files, is combined to create the complete paper. The opposite is also true: text that may not be appropriate in your document can easily be put in another file for later use.

Many word processors include additional support features to help you produce a perfect document. A spelling checker checks the spelling in a document by comparing each word to those in a dictionary stored in memory. If an error is found, the program suggests the correct spelling. A syntax checker electronically checks grammar, phrasing, capitalization, and other types of syntax errors in a document. A thesaurus displays alternative words that have a meaning similar or opposite to the word you entered.

You can also easily control the appearance or format of the document. Formatting includes such operations as changing the line spacing and margin widths, adding page numbers, and displaying page headers and footers. You can also quickly change how your text is aligned with the left or right margin. For example, text can be centered between the margins, or justified—evenly aligned

on both the left and right margins. Perhaps the most noticeable formatting feature is the ability to apply different fonts (type styles and sizes) and text appearance changes such as bold and italics to all or selected portions of the document. Most word processing programs also have the ability to produce and display graphic lines and boxes. Graphic boxes can then be used to hold text or graphic images that you place into the document.

Most word processing programs include the WYSIWYG ("what you see is what you get") feature. This feature allows you to see onscreen exactly (or as close as possible) how your document will appear when printed. This means that the effects of your format changes are immediately displayed on the screen.

If, after reading the printed copy, you find other errors or want to revise or reformat the document, it is easy to do. Simply reload the document file, make your changes, and reprint the text. Now that saves time!

Word Processing Terminology

The following terms and definitions are generic in nature and are associated with most word processing programs.

Bold: Produces dark or heavy print.

Center: To center a line of text evenly between the margins.

Document: Text-based output created by a word processing program.

Edit: To change or modify the content of the document.

Font: Type style and size.

Format: Defines how the printed document will appear; includes settings for underline, boldface, print size, margin settings, line spacing, and so on.

Insert: To enter new text into a document in the middle of existing text.

Justified: Text that is evenly aligned on both the left and right margins.

Spelling checker: A support feature that checks words or the entire document for correct spelling.

Syntax checker: A support feature that checks grammar, phrasing, capitalization, and other types of syntax errors.

Text data: Any number, letter, or symbol you can type on a keyboard.

Thesaurus: A support feature that displays synonyms and antonyms for words in your document.

Word wrap: The automatic adjustment of the number of characters or words on a line that eliminates the need to press the ⏎Enter (or ⏎Return) key at the end of each line.

WYSIWYG: The feature that displays a document onscreen in a form as close as possible to how it will appear when printed.

Case Study for Labs 1–4

As a recent college graduate, you have accepted your first job as a management trainee for The Sports Company. The Sports Company is a chain of discount sporting goods shops located in large metropolitan areas throughout the United States. The program emphasis is on computer applications in the area of retail management and requires that you work in several areas of the company.

In this series of labs, you are working in the Southwest Regional office and are responsible for setting up the credit card enrollment program and for assisting with the monthly newsletter.

In Labs 1 and 2, you will create a letter to be sent to all new credit card recipients. You will learn how to use the word processing program to create, edit, format, and print the letter.

In Lab 3, the regional office has decided to send a monthly newsletter to credit card customers. You have been asked to design and prepare several articles for inclusion in the newsletter.

Lab 4 demonstrates how to personalize the credit card letter by creating a form letter and merging the recipients' personal information such as name and address into the form letter. You will also prepare a table that summarizes gross sales for the regional stores.

Before You Begin

To the Student
The following assumptions have been made:

- Microsoft Word version 7.0 or 7.0a for Windows 95 has been properly installed on the hard disk of your computer system.

- The data disk contains the data files needed to complete the series of Word 7.0 for Windows 95 labs and practice exercises. These files are supplied by your instructor.

- You have completed the McGraw-Hill Windows 95 lab module or you are already familiar with how to use Windows 95 and a mouse. A review of basic Windows 95 features is provided at the end of the lab module.

To the Instructor
Please be aware that the following settings are assumed to be in effect for the Word 7.0 or 7.0a for Windows 95 program. These assumptions are necessary so that the screens and directions in the manual are accurate.

- Language is set to English [US]. (Use Tools/Language and set English as default.)

- Navigation keys for WordPerfect users and Help for WordPerfect users are off. (Use Tools/Options/General.)

- The TipWizard is active. (Use Tools/Options/General.)

- The Normal view is on. Zoom is 100 percent. (Use View/Normal; View/Zoom/100%.)

- Wrap to Window setting is off. (Use Tools/Options/View.)
- All default settings for a normal template document are in effect.
- The Table Wizard is installed.
- In addition, all figures in the manual reflect the use of a standard VGA display monitor and a Panasonic KX-P2123 printer. If another monitor type is used, there may be more lines of text displayed in the windows than in the figures. This setting can be changed using Windows setup. The selected printer also affects how text appears on screen. If possible, select a printer and monitor type that will match the figures in the manual.

Microsoft Office Shortcut Bar

The Microsoft Office Shortcut Bar (shown below) may be displayed automatically on the Windows 95 desktop. Commonly, it appears in the upper right section of the desktop; however, it may appear in other locations, depending upon your setup. The Shortcut Bar on your screen may display different buttons. This is because the Shortcut Bar can be customized to display other toolbar buttons.
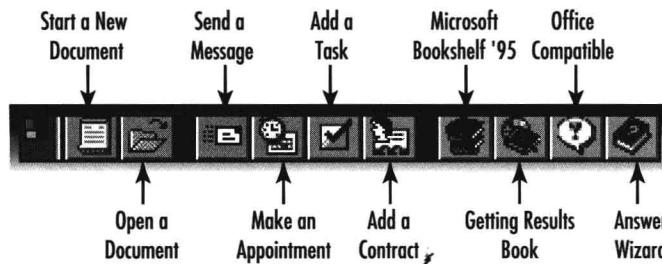
The Office Shortcut Bar makes it easy to open existing documents or to create new documents using one of the Microsoft Office applications. It can also be used to send e-mail, add a task to a to-do list, schedule appointments using Schedule+, or access Office Help.

Instructional Conventions

This text uses the same instructional conventions as described in the Introduction to the Labs at the beginning of the Windows 95 lab module.

In brief, they are:

- Command sequences you are to issue appear following the word "Choose:." Each menu command selection is separated by a /. If the menu command can be selected by typing a letter of the command, the letter will appear underlined.
- Commands that can be initiated using a button and the mouse appear following the word "Click:." The menu equivalent and keyboard shortcut appear in a margin note when the action is first introduced.
- Anything you are to type appears in bold text.

Creating and Editing a Document

Unlike most tools, the computer is multipurpose. It is designed to improve your efficiency and accuracy and help you solve problems. Because it can run many different types of software programs, it is a tool that can create a wide variety of products and solve many different kinds of problems.

Each application program your computer runs has a specific purpose. For example, a spreadsheet program helps you produce numerical-based documents, and drawing programs produce graphic art. The software tool you will learn about in this series of labs is the word processing application Word 7.0. Its purpose is to help you create text documents such as letters, reports, and research papers.

Concept Overview

The following concepts will be introduced in this lab:

1. Document Development   The development of a document follows several steps: Planning, Entering, Editing, Formatting, and Printing.

2. Document Template   A document template is a document file that includes predefined settings that can be used as a pattern to create many common types of documents.

3. AutoCorrect   A feature that makes some basic assumptions about the text you are typing and, based on these assumptions, automatically identifies and/or corrects the entry as you type.

4. Automatic Spell Check   A feature that identifies misspelled words as you type.

5. Word Wrap   The word wrap feature automatically decides where to end a line and wrap text to the next line.

6. Save Files   A permanent copy of your onscreen document is created by saving the document as a file on a disk.

7. Word Filenames   A Word filename follows the same naming rules as other Windows 95 programs. It is automatically saved with the filename extension .DOC.

8. Preview Documents   A feature that displays each page of your document in reduced size so you can see its layout.

CASE STUDY

The Sports Company is a chain of sporting goods shops located in large metropolitan areas across the United States. The stores are warehouse-oriented, discounting the retail prices of most items 15 percent. They stock sporting goods products for the major sports: team sports, racquet sports, aerobics, golf, winter sports, and so on.

As a recent college graduate, you have accepted a job in a management training program for The Sports Company. The training program emphasis is on computer applications in the area of retail management. The program requires that you work in several areas of the company. Your current assignment is in the Southwest Regional Office, where you are responsible for setting up the new credit card program and for assisting with the monthly newsletter.

During the next four labs you will be using Microsoft Word 7.0 or 7.0a for Windows 95 to edit a letter to be sent to the new credit card recipients, and to create the monthly newsletter. Specifically, in Lab 1, you will learn about entering, editing, previewing, and printing a document while you create the first draft of the letter.

Part 1

Loading Word 7.0 for Windows 95

If necessary, turn on your computer and put your data disk in drive A (or the appropriate drive for your system).

    The Windows 95 desktop screen should be displayed. To start Word 7.0 for Windows 95,

Choose: **Start/Programs**

The Microsoft Word program should appear in the program list.

Choose: **W Microsoft Word**

    A title screen is briefly displayed while the computer loads the Word 7.0 program into memory. After a few moments, the Word application window is displayed and your screen should be similar to Figure 1-1.

    If necessary, maximize the Word application window.

If a shortcut to Word button **Microsoft Word** is displayed on your desktop, you can double-click on the button to start the program.

If the Microsoft Office Suite is on your system and the Office Shortcut Bar is displayed, you can click the Start a New Document button ▢, select Blank Document, and choose OK, to load Word.

Refer to the Sizing Windows section in the Windows 95 Review for information on this feature.

Examining the Word Window

Control-menu icons

title bar

menu bar

Minimize button   Restore button   Close button

Standard toolbar

Formatting toolbar

ruler

insertion point

end-of-file marker

text area

status bar

Taskbar button   mouse pointer as I-beam   indicators   scroll bars
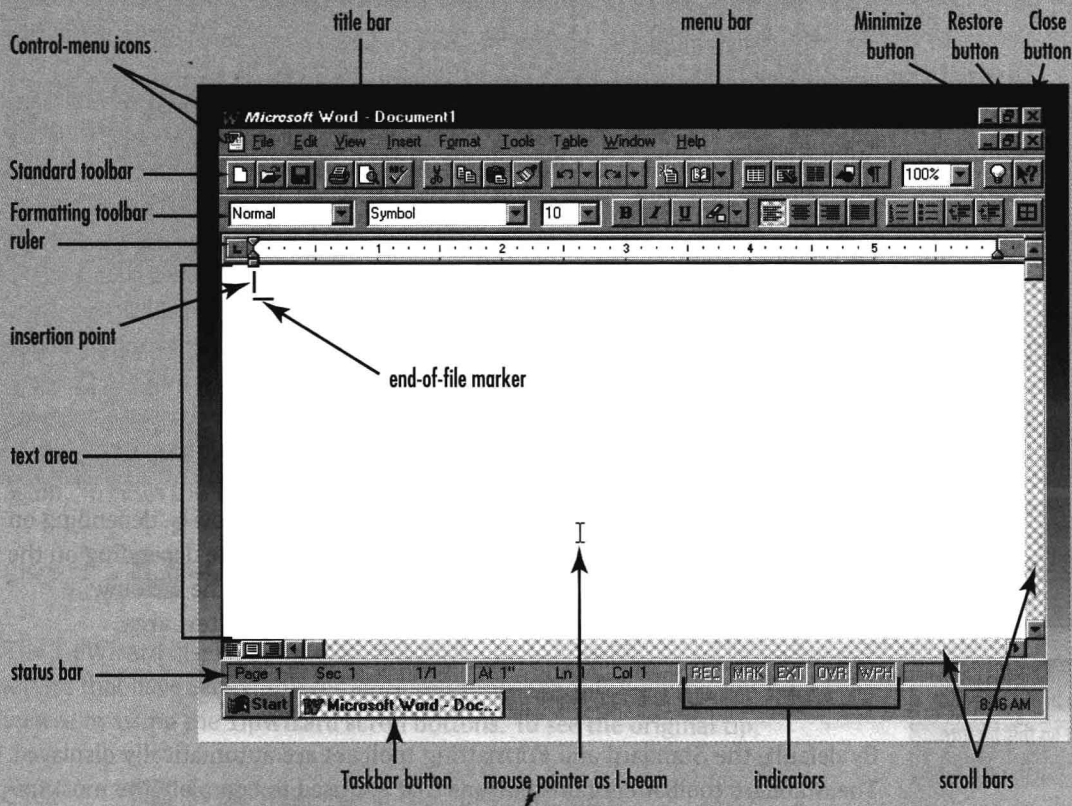
Figure 1-1

As you can see, many of the features in the Word window are the same as in other Windows 95 applications. Among those features are a title bar; a menu bar; buttons; icons; scroll bars; and mouse compatibility. You can move and size Word windows, select commands, use Help, and switch between files and programs, just as you can in Windows. The common user interface makes learning and using new applications much easier.

The Word window title bar displays the program name, Microsoft Word, followed by the filename Document1, the default name of the file displayed in the window. The left end of the title bar contains the Word application window ☑ Control-menu icon, and the right end displays the ☑ Minimize, ☑ Restore, and ☑ Close buttons. They perform the same functions and operate in the same way as in Windows 95.

The menu bar below the title bar displays the Word program menu, which consists of nine menus. The left end of the menu bar displays the document window ☑ Control-menu icon and the right end displays the document window Minimize, Restore, and Close buttons.

The two toolbars below the menu bar contain buttons that are mouse shortcuts for many of the menu items. The upper toolbar is the **Standard toolbar**, the bottom is the **Formatting toolbar**. There are nine different toolbars in Word.

> If the title bar does not display the filename, the document window is not maximized. Maximize the document window.

The toolbar operates just like Windows 95 toolbars. You will learn more about the toolbar shortly.

The **ruler** is displayed below the Formatting toolbar. The ruler shows the line length in inches and is used to set margins, tab stops, and indents for selected paragraphs.

The large center area of the Word screen is the **text area**. This is where documents are displayed in open windows. Currently there is one open window, which is maximized and occupies the entire text area. The **insertion point**, also called the **cursor**, is the blinking vertical bar that marks your current location in the document. The solid horizontal line is the **end-of-file marker**. Because there is nothing in this document, the end-of-file marker appears at the first character space on the first line.

The **status bar** at the bottom of the Word window displays information about the location of the insertion point and the status of different settings as they are used. In addition, the status bar displays messages, such as button and command descriptions, to help you use the program more efficiently.

> Mouse use is assumed throughout. Marginal notes will discuss keyboard tips as appropriate.

The mouse pointer may appear as an I-beam I or an arrow ▱, depending on its location in the window. The mouse pointer changes shape depending on the task you are performing or where the pointer is located on the window.

If the mouse pointer is not an I-beam, move it into the text area.

> Refer to the Mouse section in the Windows 95 Review for information on this feature.

Using Toolbars

By default, the Standard and Formatting toolbars are automatically displayed. The Standard toolbar contains buttons that are used to complete the most frequently used menu commands. The Formatting toolbar contains buttons that are used to change the appearance or format of the document. Many of the buttons are the same as those you have seen in toolbars in other Windows 95 applications. Many, however, are specific to the Word 7.0 application.

> Refer to the Toolbar section of the Windows 95 Review for information on toolbar procedures.

To quickly identify the toolbar buttons, point to each button in both toolbars to display the button name in the tooltip and a description in the status bar.

The last button on the Standard toolbar is the ▨ Help button. It is used to get Help on any command or window element.

Click: ▨ Help

The mouse pointer shape changes to ▱?. Now, by clicking on any command or window element, you can get Help information directly related to the item you are pointing to.

Click on the ▣ button and read the Screen Tip that appears in the box. To clear the Screen Tip, click anywhere or press (Esc).

As you learned from the Screen Tip, the TipWizard button turns the TipWizard toolbar on and off. To turn it on,

Click: ▣ TipWizard

Your screen should be similar to Figure 1-2.

TipWizard button

Figure 1-2

Help button

TipWizard toolbar

Scroll buttons

The TipWizard toolbar appears below the Formatting toolbar. It displays the tip of the day when first opened. As you use Word, the TipWizard toolbar will display a tip about the task you are performing if there is a more efficient or alternative method of doing it. However, once a tip has been displayed, it is not displayed again. To reset the TipWizard to display tips that may have already been seen,
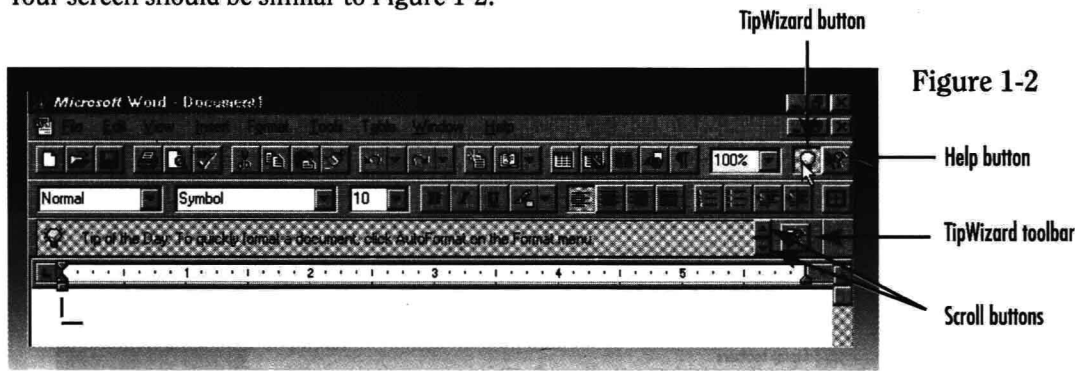
Click: while holding down Ctrl

The TipWizard displays a new tip, indicating that it has been reset. It also stores all tips that have been displayed since you started the program. These tips can be viewed by using the TipWizard scroll buttons. To see the original tip,

Click: (at the right end of the TipWizard box)

The first tip is displayed.

Using Answer Wizard

While using Word, you will see that many of the toolbars open automatically as different tasks are performed. However, you can also open toolbars whenever you want. To find out how to open and close toolbars, you will use the Answer Wizard. A **wizard** is a feature that automatically shows you how to complete a task or provides step-by-step directions through the use of dialog boxes. The Answer Wizard is accessed through the Help menu.

Choose: Help/Answer Wizard

The Help Topics dialog box displaying the Answer Wizard tab appears. In addition, the Help Topics dialog box includes the Contents, Index, and Find tabs, as found in all Windows 95 Help dialog boxes. The Answer Wizard tab includes two steps. In the Step 1 text box, you enter the word or phrase you want information on.

Type: display toolbars
Choose: Search

Refer to the Menu section in the Windows 95 Review for information on menu procedures and features.

The Help/Microsoft Word Help Topics command or the shortcut key F1 can also be used to access the Answer Wizard.

Refer to the Dialog Box section of the Windows 95 Review for information on this feature.

This text may already appear in the text box. If this is the case, you do not need to retype the request.

The Step 2 list box displays topics that contain information on your request.

Select: **Display or hide toolbars**

Your screen should be similar to Figure 1-3.

Figure 1-3

Answer Wizard dialog box ───

requested topic ───

topics found ───
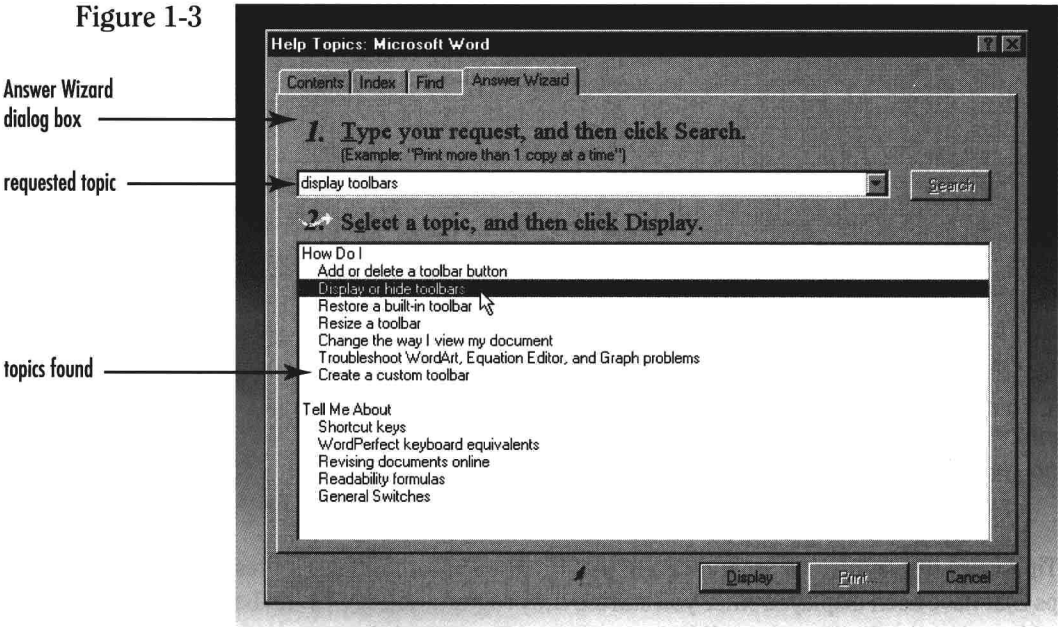
Choose: **D**isplay

> A dialog box may be displayed telling you that Word will step you through the task. To continue, choose Next >.

Immediately, the Answer Wizard takes over to show you how to perform the task. As you watch, Answer Wizard performs the steps needed to answer your question. In this case, the View menu is opened and the Toolbars command selected. The Toolbars dialog box shown in Figure 1-4 is displayed, along with a Screen Tip explaining what you should do next.

Click on the Screen Tip to clear it.

Figure 1-4

Check indicates displayed toolbar
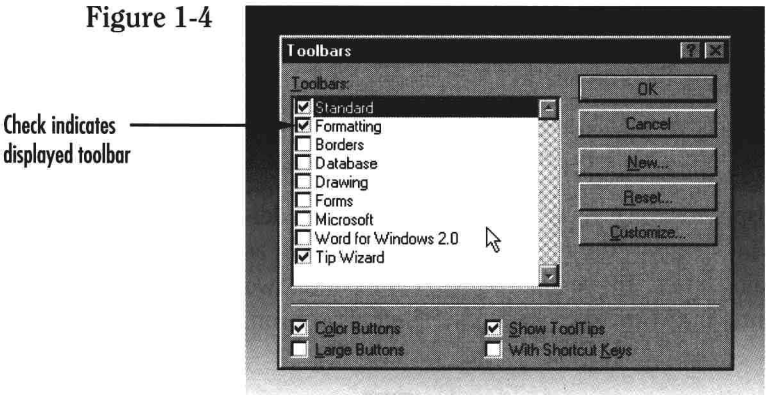
The dialog box lists the nine toolbar names. Those that are currently displayed are checked. Clicking on a toolbar from the list will display it on screen. Likewise, clicking on a checked toolbar will remove the toolbar from the screen. You can also create new toolbars or customize existing toolbars using this dialog box. Because you do not need to turn on any other toolbars,

Choose: Cancel

You can also quickly hide and display toolbars from the toolbar Shortcut menu. To open the toolbar Shortcut menu,
Right-click on any toolbar.
The Shortcut menu displays the same list of toolbars as in the Toolbar dialog box.
Clear the Shortcut menu.

> Refer to the Menus section of the Windows 95 Review for information on using Shortcut menus.

> Click anywhere outside the menu to clear it.

Developing a Document

Your first project with The Sports Company is to create a letter to be sent to all new credit card holders.

Concept 1: Document Development

The development of a document follows several steps: Planning, Entering, Editing, Formatting, and Printing.

Planning	The first step in the development of a document is to understand the purpose of the document and to plan what your document should say.
Entering	After planning the document, you can begin entering the content of the document by typing the text using the word processor.
Editing	Making changes to your document is called **editing**. While typing, you are bound to make typing and spelling errors that need to be corrected. This is one type of editing. Another is to revise the content of what you have entered to make it clearer, or to add or delete information.
Formatting	Enhancing the appearance of the document to make it more readable or attractive is called **formatting**. This step is usually performed when the document is near completion. It includes many features such as boldfaced text, italics, and bulleted lists.
Printing	The last step is to print a hard copy of the document. This step includes previewing the document onscreen as it will appear when printed. Previewing allows you to check the document's overall appearance and to make any final changes needed before printing.

You will find that you will generally follow these steps in order for your first draft of a document. However, you will probably retrace steps such as editing and formatting as the final document is developed.

During the planning phase, you have spoken with the regional manager regarding the purpose of the letter and the content in general. The purpose of the letter is to thank the customer for opening a new charge account with The Sports Company. The content of the letter should include instructions to the customer about how to use the card and the benefits associated with being a charge card holder.

In this lab, you will create the letter shown in Figure 1-5.

Figure 1-5

Dear Preferred Customer:

Thank you for opening a new credit card account with The Sports Company and becoming one of our most valued customers. Here's your new credit card!

Please sign your new card in ink with your usual signature. If you have an old card, destroy it immediately. Always carry your new credit card with you. It will identify you as a Preferred Customer and guarantees you a quick and convenient shopping experience at any of The Sports Company stores located throughout the country.

We are the leading sports store in the Southwest with a tradition of personal, friendly service. As you use your new credit card, you will discover the many conveniences that only our credit customers enjoy.

We are very happy with the opportunity to serve you and we look forward to seeing you soon.

Sincerely,

Student Name
The Sports Company Manager

Entering and Editing Text

Now that you understand the purpose of the letter and have a general idea of the content, you are ready to enter the text.

A new Word document is like a blank piece of paper that already has many predefined settings. These settings are generally the most commonly used settings. They are called **default** settings and are stored as a document template.

Concept 2: Document Template

Every Word document is based on a document template. A document **template** is a document file that includes predefined settings that can be used as a pattern to create many common types of documents. The default document settings are stored in the Normal document template. Whenever you create a new document using this template, the same default settings are used.

There are many other template styles you can use that are designed to help you create professional-appearing documents. They include templates that create different styles of memos, letters, and reports.