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ADVANCED TECHNIQUES IN MICROSOFT® WORD

Alan R. Neibauer

"Very well
supported with
clear keystroke-
by-keystroke
instructions."

Computer
Book Review

For Version 4

Includes MS-WORD Overview

All You Need For Better Documents



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ADVANCED TECHNIQUES IN MICROSOFT® WORD

ALAN R. NEIBAUER



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Design by Lisa Amon
Chapter Art by Julie Bilski

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INTRODUCTION

Microsoft WORD is special.

It is quite unlike other word-processing programs in many ways. It even has capabilities beyond many “dedicated” machines—expensive computers built solely for word processing. WORD fits comfortably in a busy office, on a college campus, or in a home. Its uses range from simple letter writing to professional word processing. And, unlike learning to use many so-called “industry standards,” it is easy to master even the most sophisticated of WORD’s powers.

And, just like WORD, this book is special. It is designed to let you get the most from WORD. Instead of spending your valuable hours memorizing keystrokes, you will follow practical, step-by-step techniques for conquering that mountain of paperwork quickly. You will learn how to use the special features of WORD so that you can handle even the most complex word-processing problems.

Are you a new WORD user? This book quickly builds your skills from the simple to the complex. Once you learn the fundamentals of word processing, the lessons that follow show you how to use your computer for typical word-processing tasks.

Have you already become familiar with WORD? Use this book to solve the word-processing problems that you are facing today. Since this book is application oriented, you don’t have to read the first 200 pages to use the techniques on page 201. Each application provides the quickest and easiest way to handle specific problems.

Of course, you’ll want to work through all of the exercises. Each explains how specific word-processing chores can be tackled with the least amount of work.

Take a look at what this book offers.

WHAT THIS BOOK CONTAINS

The book is divided into four parts. Part 1 (Chapters 1 through 3) reviews WORD basics. These chapters explain how WORD operates, how to enter and edit text, and how to use WORD’s formatting features to make your documents look good.

If this is your first experience with WORD, read Chapters 1 through 3 carefully for a complete introduction. If you have already

begun using WORD, review these chapters briefly before going on to the specific applications that follow.

Part 2 presents techniques for typical applications. In Chapter 4, you will learn how to customize WORD for your own needs. You'll learn how to change WORD's built-in defaults so that every document is automatically printed in the format that you want.

Chapter 5 presents methods for creating simple form letters and documents. You'll learn how to create templates and how to use multiple windows to create form documents and manage simple mailing lists.

Chapters 6 and 7 explain how special formats are created. Chapter 6 details paragraph indentations, and Chapter 7 covers the techniques to use for more complex formats, such as outlines.

Chapters 8 through 14 present techniques for specific word-processing tasks. Creating single-page or multipage letters using preformatted templates is discussed in Chapter 8. Chapter 9 explains how to use these techniques for memos. In Chapter 10, you'll learn how to create newsletters and other multicolumn documents. Tables, from the simple to complex, are covered in Chapters 11 through 13. Financial documents, such as balance sheets and income statements, are the subject of Chapter 14.

In Part 3 (Chapters 15 through 18), you'll learn how to use WORD to plan and write a research report or major paper. The sample report includes footnotes, page numbers, and detailed formatting.

Unique applications are explained in Part 4. Chapter 19 details how to use glossaries to store boilerplate text. With boilerplate, you can create a multitude of "individualized" documents from standard paragraphs.

In Chapter 20, you'll learn how to create simple line graphics on a compatible graphics printer. We'll use the full character set provided by your computer system to draw lines and boxes, as well as charts and graphs. Chapter 21 discusses macros, a feature added to version 4.X that helps to streamline repetitive operations.

Chapters 22 through 24 form a unit on data-management techniques. Chapter 22 presents some unique techniques for using WORD as a file manager, and Chapter 23 shows how to use your database to print form letters and invoices. Chapter 24 explains how to extend these merging capabilities to include entire documents.

HOW TO USE THIS BOOK

This book instructs you on how to interact with WORD in order to use it for specific applications. Most of this interaction involves typing in information or pressing keys on the keyboard.

Most of the time, you will be using the middle section of the keyboard, which contains the keys for letters, numbers, and punctuation marks. So, if an instruction in the book says

Press P

just press the key marked P.

SPECIAL KEYS

The computer keyboard also includes some keys not found on a regular typewriter. These might be labelled with an arrow, some other graphics, or by an abbreviation like Alt or Ctrl. You will also be using these keys often. Look for the following keys on your keyboard:



This is the Tab key. When an instruction says to press Tab, press this key. With WORD, the Tab key serves two purposes. When you're typing, Tab inserts blank spaces in the line to align your entries with a set tab stop—just like a typewriter. But when you're working with command menus, you will use the Tab key to select the options that you wish to change.



This is the Shift key. When an instruction says to press Shift, press this key. You can press either one of the two Shift keys on the keyboard. In most cases, you will use the Shift key to enter capital letters or punctuation marks.



This is the Enter key—one of the most important keys you will be using. When an instruction says to press Enter, press this key. You will use the Enter key to end paragraphs and to insert blank lines in the text. You will also use the Enter key to select options from WORD's message lines and menus.



When an instruction says to press Esc, press this key. The Esc key is used to enter the command area. From there, you can format, print, save, or otherwise manipulate your text.



When an instruction says to press Ins, press this key. It inserts text at the position of the cursor.



When an instruction says to press Del, press this key. It deletes text at the position of the cursor.

KEY COMBINATIONS

In many instances, you will have to press more than one key to perform a certain task. These key combinations can be of two types:

- You might have to press two keys at the same time.
- You might have to press several keys in sequence.

This book designates that you should press the keys at the same time by showing a hyphen between the two key names. For example, if an instruction says to press Alt-P, this means that you should press and *hold down* the Alt key while you press the P key. Alt-C means that you should hold down the Alt key while you press the C key.

Other key combinations must be pressed in sequence, one after the other. In this book, these keys are separated by blank spaces. For example, if an instruction says to press Esc F P, this means that you should press and release the Esc key, then press and release the F key, then press and release the P key.

CURSOR-MOVEMENT KEYS

The cursor is a small box, the size of one character. When you're working on a document, the cursor indicates where the next character typed will appear on the screen. If the cursor is at the end of your document, the characters that you type will be added to the end of your text. You can move the cursor anywhere in your document. If you want to add words to the middle of some paragraph, move the cursor to that spot.

You move the cursor by pressing special keys called *cursor-movement* keys. Most of these are located on the right side of the keyboard. If you press a cursor-movement key and a number appears on the screen, press the key marked Num Lock.

The four most basic keys are the directional arrows.



This is the up arrow key. When you press this key, the cursor moves up one line.



This is the down arrow key. When you press this key, the cursor moves down one line.



This is the right arrow key. It moves the cursor one character to the right.



This is the left arrow key. It moves the cursor one character to the left.

To move more than one line or character at a time, hold down the directional arrow key.

Four other cursor-movement keys are very useful.



This key moves the cursor to the left margin.



This key moves the cursor to the right margin.



This key displays the next 18 lines of text.



This key displays the previous 18 lines of text.

Use the cursor-movement keys to move the cursor around the screen, either to insert text or as the first step in selecting text.

FUNCTION KEYS (F1 THROUGH F10)

The function keys have been programmed by Microsoft to perform special functions. They provide an easy way to perform some complex task. When an instruction says to press F5, just press the key marked F5. As you use WORD, you will quickly learn the F1

through F10 function keys. Their functions are listed below.

FUNCTION KEY	EFFECT
F1	Moves cursor to next window
F2	Not used by WORD
F3	Extends glossary name
F4	Repeats action
F5	Switches between insert and overtype mode
F6	Extends selection
F7	Selects word to the left
F8	Selects word to the right
F9	Selects sentence
F10	Selects paragraph

NUMERIC KEYPAD

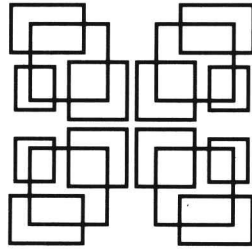
If you do a lot of numeric typing, you might find it more convenient to use the numbers on the right side of the keyboard. To turn off the cursor keys, press the Num Lock key. The characters NL will appear at the bottom of the screen. To use the keys as cursor keys again, press the Num Lock key a second time. The letters NL will disappear.

VERSIONS COVERED

This book covers WORD versions 2.0 through 4.0. Where instructions differ between versions, they are referenced in the text as 2.X, 3.X and, 4.X and are flagged in the margin with one of these symbols: ③④. There are some substantial differences between versions, as well as subtle changes in menus and the screen appearance. So a few chapters have been dedicated to specific versions. The figures in the book show the screen from version 4.X, except where text relates specifically to an earlier release.

PART I

AN OVERVIEW OF MICROSOFT WORD



The following three chapters review how WORD works and how basic documents are edited and formatted for printing. If you are new to WORD, read these chapters carefully. Sit down by your computer with this book and your WORD disks. Practice each function as you read about it.

More experienced WORD users should at least quickly scan this section. Even though you are already using WORD, the review may show you some easier techniques, and it will prepare you for the applications that follow.

CHAPTER 1

HOW WORD WORKS

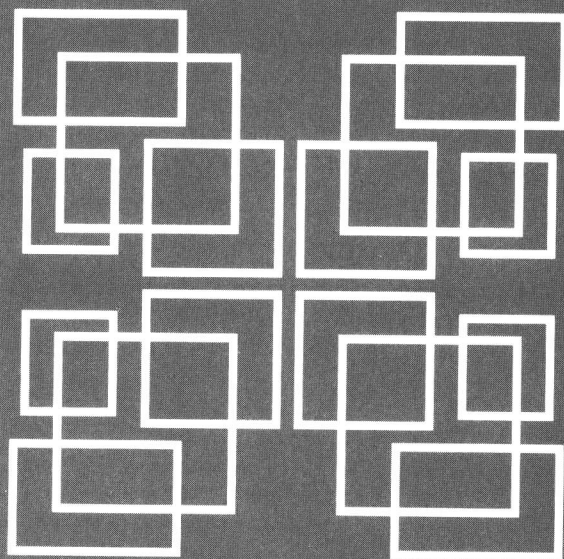


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