PROJECT ONE

CREATING AND EDITING A WORD DOCUMENT

Objectives WD 1.3
What Is Microsoft Word? WD 1.6
Project One — Paradise Island Announcement WD 1.6
Starting Word WD 1.8
The Word Screen WD 1.10
Changing the Default Font Size WD 1.14
Entering Text WD 1.15
Saving a Document WD 1.25
Formatting Paragraphs and Characters in a Document WD 1.28
Inserting a Picture from the Web into a Word Document WD 1.39
Saving an Existing Document with the Same File Name WD 1.46
Printing a Document WD 1.47
Quitting Word WD 1.49
Opening a Document WD 1.50
Correcting Errors WD 1.51
Microsoft Word Help WD 1.54
Project Summary WD 1.60
What You Should Know WD 1.60
Test Your Knowledge WD 1.61
Use Help WD 1.63
Apply Your Knowledge WD 1.64
In the Lab WD 1.65
Cases and Places WD 1.69

PROJECT TWO

USING WORD'S WIZARDS AND TEMPLATES TO CREATE A COVER LETTER AND RESUME

Objectives WD 2.1
Introduction WD 2.4
Project Two — Cover Letter and Resume WD 2.5
Using Word's Resume Wizard to Create a Resume WD 2.6
Personalizing the Resume WD 2.14
Viewing and Printing the Resume in Print Preview WD 2.25
Creating the Cover Letter WD 2.27
Personalizing the Cover Letter WD 2.31
Checking Spelling at Once WD 2.46
Working with Multiple Open Documents WD 2.49
Project Summary WD 2.51
What You Should Know WD 2.51
Test Your Knowledge WD 2.53
Use Help WD 2.55
Apply Your Knowledge WD 2.56
In the Lab WD 2.57
Cases and Places WD 2.60

PROJECT THREE

CREATING A RESEARCH PAPER WITH A TABLE

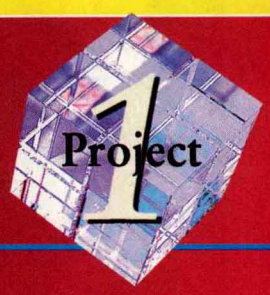
Objectives WD 3.1
Introduction WD 3.4
Project Three — Research Paper with a Table WD 3.4
Changing the Margins WD 3.7
Adjusting Line Spacing WD 3.9
Using a Header to Number Pages WD 3.12
Typing the Body of the Research Paper WD 3.15
Centering a Paragraph Before Typing WD 3.16
Creating an Alphabetical Works Cited Page WD 3.37
Proofing and Revising the Research Paper WD 3.44
Project Summary WD 3.52
What You Should Know WD 3.52
Test Your Knowledge WD 3.53
Use Help WD 3.55
Apply Your Knowledge WD 3.56
In the Lab WD 3.57
Cases and Places WD 3.63

INTEGRATION FEATURE

CREATING WEB PAGES

Introduction WDI 1.1
Saving a Word Document as a Web Page WDI 1.3
Using Word's Web Page Wizard to Create a Web Page WDI 1.7
Personalizing the Web Page with Hyperlinks WDI 1.9
Summary WDI 1.11
In the Lab WDI 1.12

Microsoft Word 97



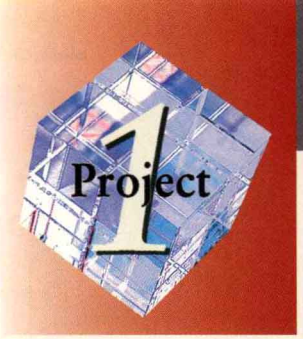
Microsoft Word 97

Creating and Editing a Word Document

Objectives:

You will have mastered the material in this project when you can:

- Start Word
- Describe the Word screen
- Change the default font size of all text
- Enter text into a document
- Spell check as you type
- Save a document
- Select text
- Center a paragraph
- Change the font size of selected text
- Change the font of selected text
- Bold selected text
- Underline selected text
- Italicize selected text
- Import a picture from the Web
- Resize a picture
- Print a document
- Correct errors in a document
- Use Microsoft Word Help
- Quit Word



Letter Perfect

From Carved Tablets to Computerized Font Libraries

Longfellow speaks of the "footprints on the sands of time" left by great ancestors. Indeed, these recordings of events and accomplishments communicate messages of days long gone. In ancient times, thoughts were shared by making symbols in the sand, drawing on cave walls, and etching hieroglyphics and pictoral carvings on tombs. The Egyptians are credited with creating the first alphabet of symbols and pictures, which approximately 1000 B.C., was modified when the Phoenicians added consonants and the Romans agreed upon 23 unique uppercase letters. The straight shapes of these Roman letters were created out of necessity, as artists had difficulty chiseling curves in stone.

The Roman alphabet influenced early Latin writing, but scribes developed additional lowercase letters. They handwrote on scrolls made from animal skins or on paper made from organic vegetable material. Their Carolingian script was adopted by the Emperor

Charlemagne as an educational standard during the tenth century. These scrolls evolved into folded manuscript books produced by monks in monasteries and lay people in universities.

Several centuries later, the developing European bourgeoisie longed for multiple copies of documents and reading materials. Thus, when Johann Gutenberg developed the printing press in the fifteenth century, he caused a European upheaval. In 1454, he printed Bibles, which were the first mass-produced books printed with moveable type. To make this type, he painstakingly punched a mirror image of a letter in a soft piece of metal, poured molten metal into this hole, and produced a letter. The letters were arranged in a matrix, inked, and pressed onto paper. By the end of the century, more than 1,000 printers worked in 200 European cities.

During the Industrial Revolution in the 1800s, steam presses cut the printing time by 85 percent. A machine eliminated the need to create punched type by hand. In the 1900s, the need for metal type ceased. Letters were created by the photocomposition process, which projects letters on photosensitive paper. In today's digital age, letters are created by the computer, and an abundance of font styles are available.

Microsoft Word 97 provides a font list that allows you to add variety to and enhance the appearance of your documents. Now, thousands of fonts are available from numerous sources including the Internet and for purchase on CD-ROM.

Each font has a unique name. Some are named after the designer. For example, the Baskerville font was developed by John Baskerville, a teacher turned printer in the seventeenth century. Other fonts named for their designers are Giambattista Bodoni, William Caslon, and Claude Garamond. Times New Roman resembles the letters inscribed on the base of Trajan's Column in the Roman Forum in A.D. 114. As you work through the projects in this book, recall that the letters you type are descendants of the footprints left by our printing forefathers.

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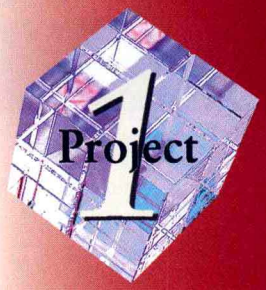

Microsoft
Word 97

Creating and Editing a Word Document

Case Perspective

Tropical Travel, a local travel agency, specializes in customized vacation packages to locations around the world. One popular package is to Paradise Island. Surrounded by crystal-clear waters and lined with white-sand beaches, Paradise Island offers swimming, surfing, SCUBA diving, snorkeling, sailing, and scenic hiking.

Each month, Tropical Travel prepares a flier announcing exciting vacation packages. The announcement is posted in local retail stores, printed in magazines and newspapers, and mailed to the general public. You have been asked the prepare an announcement for the Paradise Island vacation packages. To add appeal to the announcement, you are asked to include a picture of Paradise Island in the announcement. When you are finished creating the announcement, you print it for distribution.

You surf the Internet for a picture of Paradise Island and locate one at the Web site of www.scsite.com/wd97/pr1.htm. Details for the announcement, such as information about Paradise Island, can be obtained from any travel agent at Tropical Travel.

What Is Microsoft Word?

Microsoft Word is a full-featured word processing program that allows you to create professional looking documents such as announcements, letters, resumes, and reports; and revise them easily. You can use Word's desktop publishing features to create high-quality brochures, advertisements, and newsletters. Word has many features designed to simplify the production of documents. For example, you can instruct Word to create a prewritten document for you, and then you can modify the document to meet your needs. Using its expanded **IntelliSense**™ technology, Word can perform tasks such as correcting text, checking spelling and grammar, and formatting text – *all while you are typing*. Using Word's thesaurus, you can add variety and precision to your writing. With Word, you easily can include tables, graphics, pictures, and live hyperlinks in your documents. From within Word, you can search the Web for documents or create your very own Web pages.

Project One – Paradise Island Announcement

To illustrate the features of Word, this book presents a series of projects that use Word to create documents similar to those you will encounter in the academic and business environments. Project 1 uses Word to produce the announcement shown in Figure 1-1. The announcement informs the public about exciting vacation packages at Paradise Island through the Tropical Travel agency. Below the headline, PARADISE ISLAND, is a picture of the breathtaking scenery at Paradise Island, designed to catch the attention of the reader. The picture

is located at the Web page www.scsite.com/wd97/pr1.htm. Below the picture is the body title, Ready For A Vacation?, followed by a brief paragraph about Paradise Island. Next, a bulleted list identifies vacation package details. Finally, the last line of the announcement lists the telephone number of Tropical Travel.

Document Preparation Steps

Document preparation steps give you an overview of how the document in Figure 1-1 will be developed. The following tasks will be completed in this project:

1. Start Word.
2. Change the size of the displayed and printed characters.
3. Enter the document text.
4. Spell check as you type.
5. Add bullets as you type.
6. Save the document on a floppy disk.
7. Format the document text (center, enlarge, bold, underline, and italicize).
8. Insert the picture from a Web page.
9. Resize the picture.
10. Save the document again.
11. Print the document.
12. Quit Word.

FIGURE 1-1

The following pages contain a detailed explanation of each of these tasks.

Mouse Usage

In this book, the mouse is the primary way to communicate with Word. You can perform six operations with a standard mouse: point, click, right-click, double-click, drag, and right-drag. If you have a **Microsoft IntelliMouse™**, then you also have a wheel between the left and right buttons. This wheel can be used to perform three additional operations: rotate wheel, click wheel, or drag wheel.

Point means you move the mouse across a flat surface until the mouse pointer rests on the item of choice on the screen. As you move the mouse, the mouse pointer moves across the screen in the same direction. **Click** means you press and release the left mouse button. The terminology used in this book to direct you to point to a particular item and then click is, click the particular item. For example, *click the Bold button*, means point to the Bold button and then click.

Right-click means you press and release the right mouse button. As with the left mouse button, you normally will point to an item on the screen prior to right-clicking. In many cases, when you right-click, Word displays a **shortcut menu** that contains the commands most often used for the current activity. Thus, when these projects instruct you to display a shortcut menu, point to the item being discussed and then right-click.

Double-click means you quickly press and release the left mouse button twice without moving the mouse. In most cases, you must point to an item before double-clicking. **Drag** means you point to an item, hold down the left mouse button, move the item to the desired location on the screen, and then release the left mouse button. **Right-drag** means you point to an item, hold down the right mouse button, move the item to the desired location, and then release the right mouse button.

If you have a Microsoft IntelliMouse™, then you can use the **rotate wheel** to view parts of the document that are not visible. The wheel also can serve as a third button. When the wheel is used as a button, it is referred to as the **wheel button**. For example, dragging the wheel button causes Word to scroll in the direction you drag.

The use of the mouse is an important skill when working with Microsoft Word 97.

More *About* Mouse Usage

Some mouse users bend their wrists frequently while moving the mouse. To help prevent wrist injuries, place the mouse at least six inches from the edge of a workstation. In this location, the wrist is forced to be flat, which causes bending to occur at the elbow when the mouse is moved.

More *About* Microsoft IntelliMouse™

You can use the Microsoft IntelliMouse™ to pan (scroll continuously) through a document or zoom a document. To pan up or down, hold down the wheel button and drag the pointer above or below the origin mark (two triangles separated by a dot). To zoom in or out, hold down the CTRL key while rotating the wheel button forward or back.

Starting Word

Follow these steps to start Word, or ask your instructor how to start Word for your system.

Steps To Start Word

1 Click the Start button on the taskbar and then point to New Office Document.

The programs in the Start menu display above the Start button (Figure 1-2). The New Office Document command is highlighted on the Start menu.

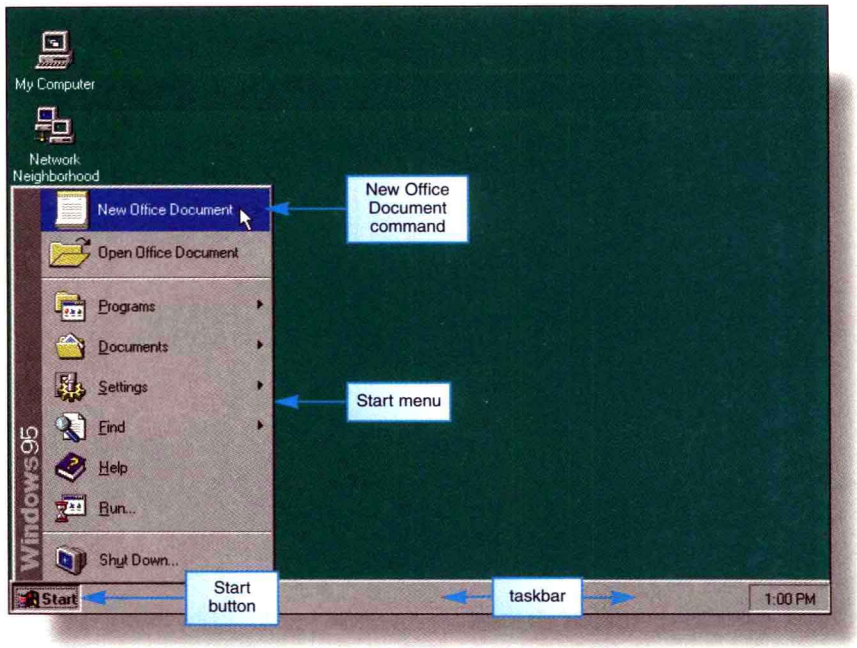

FIGURE 1-2

2 Click New Office Document. If necessary, click the General tab when the New Office Document dialog box first opens.

Office displays several icons on the General sheet in the New Office Document dialog box (Figure 1-3). Each icon represents a different type of document you can create in Microsoft Office. In this project, you are to create a new document using Microsoft Word 97.

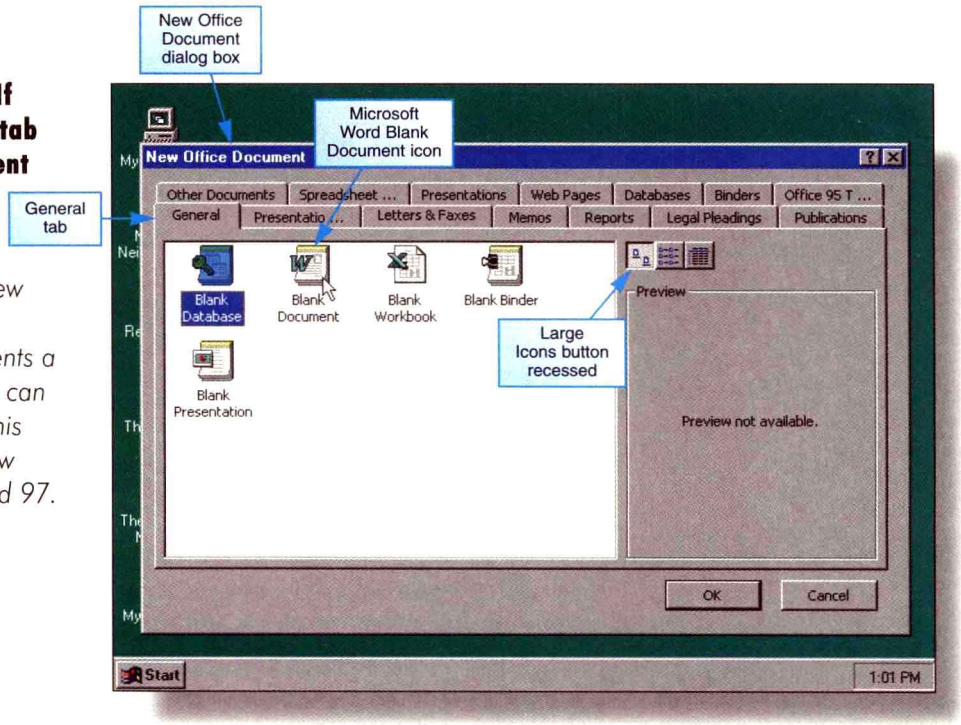

FIGURE 1-3

3 Double-click the Blank Document icon.

Office starts Word. While Word is starting, the mouse pointer changes to the shape of an hourglass. After a few moments, an empty document titled Document1 displays on the Word screen (Figure 1-4).

4 If the Word screen is not maximized, double-click its title bar to maximize it. If the Office Assistant displays, click its Close button.

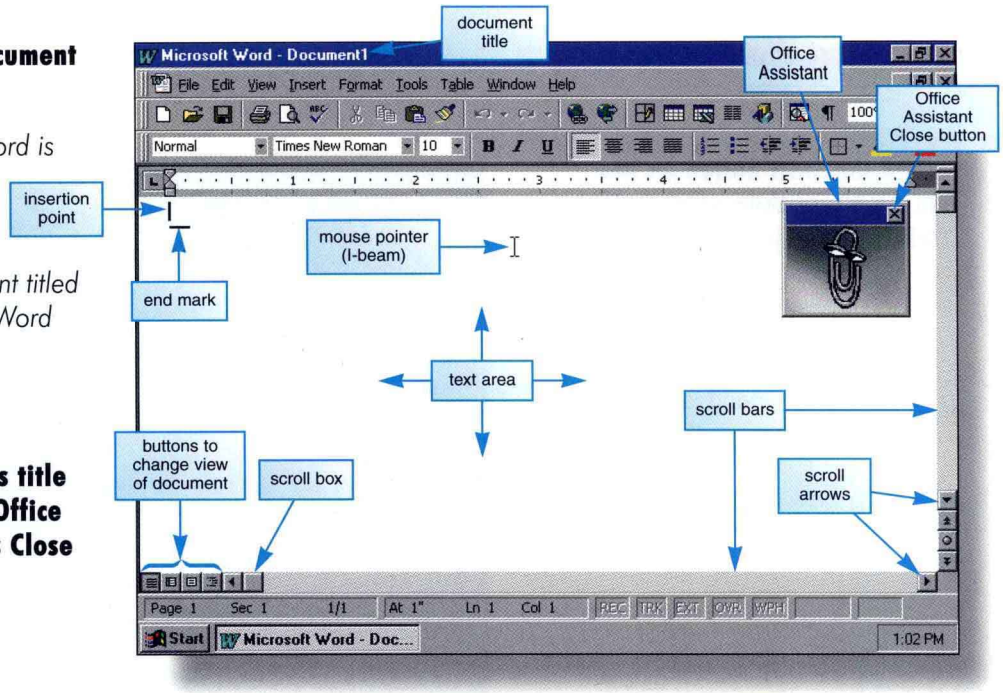

FIGURE 1-4

OtherWays

1. Right-click Start button, click Open, double-click New Office Document, click General tab, double-click Blank Document icon
2. Click Start a New Document button on Microsoft Office Shortcut Bar, click General tab, double-click Blank Document icon
3. On Start menu point to Programs, click Microsoft Word

The Word Screen

The **Word screen** (Figure 1-4) consists of a variety of features to make your work more efficient and the results more professional. If you are following along on a personal computer and your screen differs from Figure 1-4, click View on the menu bar and then click Normal.

Word Document Window

The Word document window contains several elements similar to the document windows in other applications, as well as some elements unique to Word. The main elements of the Word document window are the text area, insertion point, end mark, mouse pointer, and scroll bars (Figure 1-4).

TEXT AREA As you type or insert pictures, your text and graphics display in the **text area.**

INSERTION POINT The **insertion point** is a blinking vertical bar that indicates where text will be inserted as you type. As you type, the insertion point moves to the right and, when you reach the end of a line, it moves downward to the next line. You also insert graphics at the location of the insertion point.

END MARK The **end mark** indicates the end of your document. Each time you begin a new line as you type, the end mark moves downward.

MOUSE POINTER The **mouse pointer** becomes different shapes depending on the task you are performing in Word and the pointer's location on the screen. The mouse pointer in Figure 1-4 has the shape of an I-beam. The mouse pointer displays as an **I-beam** when it is in the text area. Other mouse pointer shapes are described as they appear on the screen during this and subsequent projects.

SCROLL BARS You use the **scroll bars** to display different portions of your document in the document window. At the right edge of the document window is a vertical scroll bar, and at the bottom of the document window is a horizontal scroll bar. On both scroll bars, the **scroll box** indicates your current location in the document. At the left edge of the horizontal scroll bar, Word provides three buttons you use to change the view of your document. These buttons are discussed as they are used in a later project.

Word is preset to use standard 8.5-by-11-inch paper, with 1.25-inch left and right margins and 1-inch top and bottom margins. Only a portion of your document, however, displays on the screen at one time. You view the portion of the document displayed on the screen through the **document window** (Figure 1-5).

More About Scroll Bars

You can use the vertical scroll bar to scroll through multi-page documents. As you drag the scroll box up or down the scroll bar, Word displays a page indicator to the left of the scroll box. The page indicator reflects the current page, if you were to release the mouse at that moment.

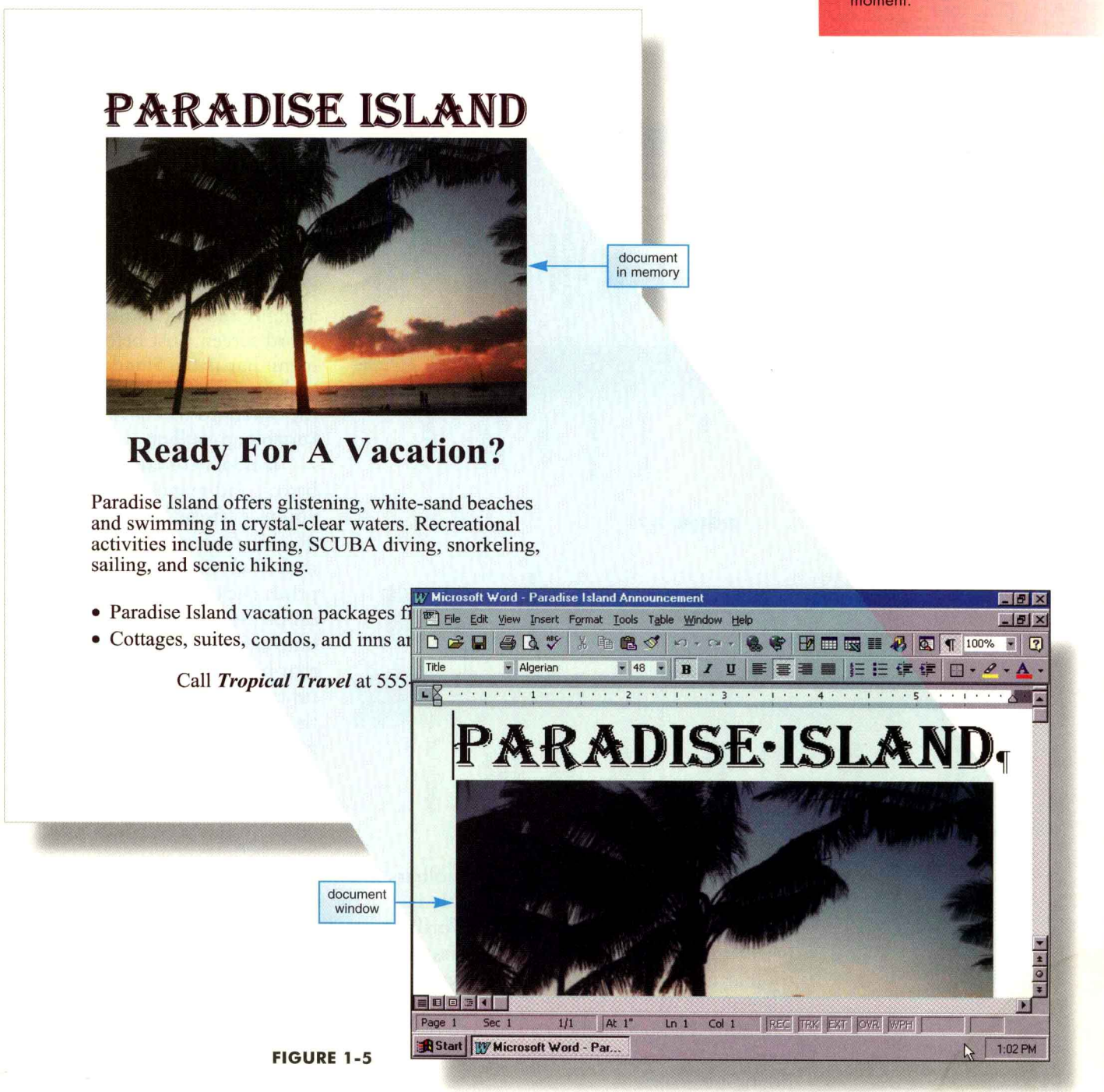

FIGURE 1-5

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Menu Bar, Toolbars, Rulers, and Status Bar

The menu bar, toolbars, and horizontal ruler appear at the top of the screen just below the title bar (Figure 1-6). The status bar appears at the bottom of the screen.

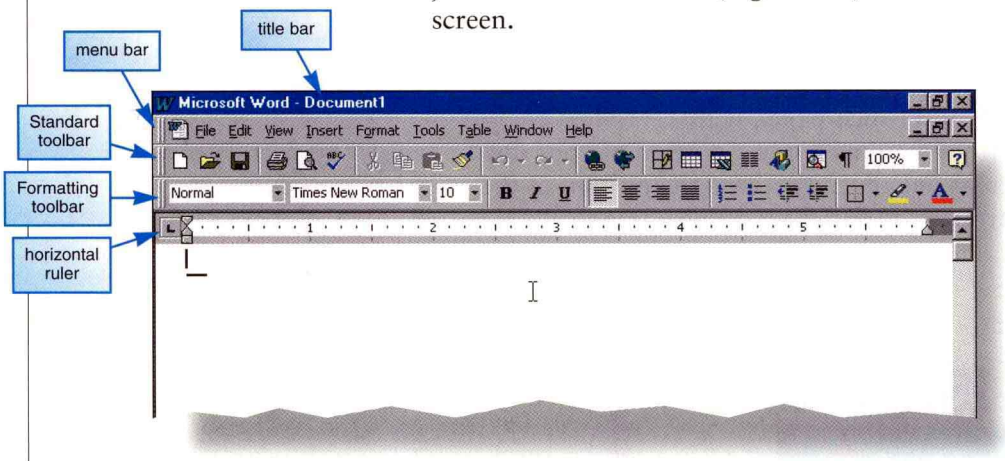

FIGURE 1-6

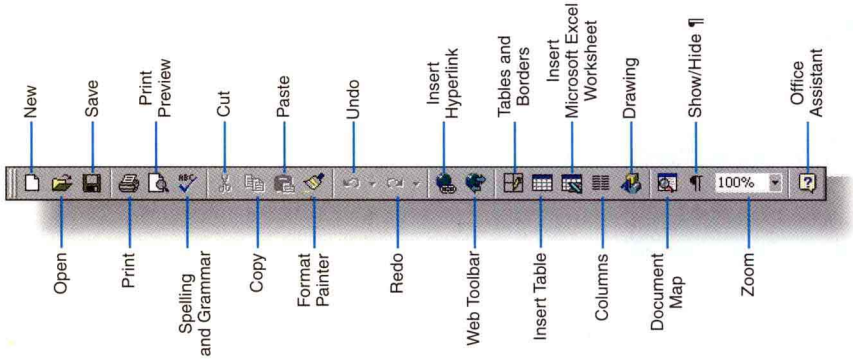

FIGURE 1-7

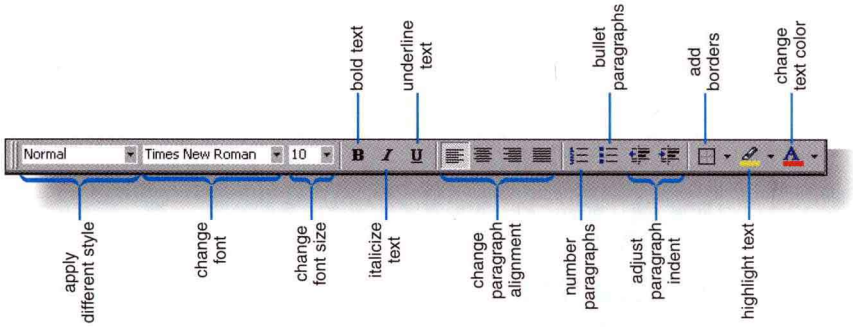

FIGURE 1-8

MENU BAR The **menu bar** displays the Word menu names. Each menu name contains a list of commands you can use to retrieve, store, print, and format data in your document and perform other tasks. Many of these commands have a picture beside them to help you quickly identify them. For example, the Save command on the File menu has a picture of a floppy disk beside it. To display a menu, such as the File menu, click the menu name on the menu bar.

TOOLBARS The menu bar is actually the first toolbar on the Word screen. Just below the menu bar is the **Standard toolbar**. Immediately below the Standard toolbar is the **Formatting toolbar**.

Toolbars contain buttons, boxes, and menus that allow you to perform tasks more quickly than using the standard menu bar. For example, to print, click the Print button on the Standard toolbar. Each button has a picture on the face that helps you remember its function. Figure 1-7 illustrates the Standard toolbar and identifies its buttons and boxes; Figure 1-8 illustrates the Formatting toolbar. Each button and box is explained in detail as it is used in the projects.

The Standard and Formatting toolbars initially display **docked**, or attached to top edge of the Word window directly below the menu bar. Additional toolbars may display automatically on the Word screen, depending on the task you are performing. These additional toolbars display either stacked below the Formatting toolbar or floating on the Word screen. A floating toolbar is not attached to an edge of the Word window. You can rearrange the order of **docked toolbars** and can move **floating toolbars** anywhere on the Word screen. Later in the book, steps are presented that show you how to float a docked toolbar or dock a floating toolbar.

RULERS Below the Formatting toolbar is the **horizontal ruler** (Figure 1-9). You use the horizontal ruler, sometimes simply called the **ruler**, to set tab stops, indent paragraphs, adjust column widths, and change page margins. An additional ruler, called the **vertical ruler**, displays at the left edge of the window when you are performing certain tasks. The vertical ruler is discussed as it displays on the screen in a later project.

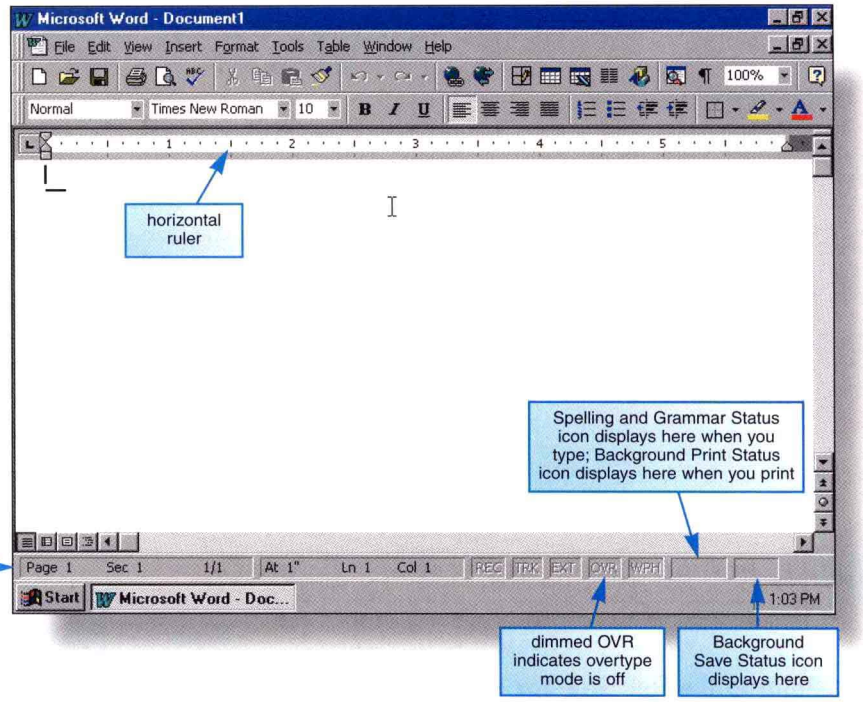

FIGURE 1-9

STATUS BAR The **status bar** is located at the bottom of the screen. From left to right, the following information displays about the page shown in Figure 1-9: the page number, the section number, the page visible in the document window followed by the total number of pages in the document, the position of the insertion point in inches from the top of the page, the line number and column number of the insertion point, and several **status indicators**. If the insertion point does not display in the document window, then no measurement displays on the status bar for the position of the insertion point, its line, and its column.

The right half of the status bar displays several status indicators. Five of these status indicators (REC, TRK, EXT, OVR, and WPH or WPN) appear darkened when on and dimmed when off. For example, the dimmed OVR indicates overtype mode is off. To turn most of these status indicators on or off, double-click the status indicator. These status indicators are discussed as they are used in the projects.

Other status indicators appear as you perform certain tasks. When you begin typing in the text area, a Spelling and Grammar Status icon appears at the right edge of the status bar. When Word is saving your document, a Background Save Status icon appears on the status bar. When you print a document, a Background Print Status icon appears. These status icons will be discussed later in this project.

Depending on how you installed Word and the status of certain keys on your keyboard, your status bar may have different status indicators on or off. For example, the dimmed WPH on the status bar indicates WordPerfect Help is off. If your WordPerfect Help status indicator is darkened, WordPerfect Help is active and you need to deactivate it. When WordPerfect Help is on, the keys you press on the keyboard work according to WordPerfect instead of Word. To deactivate the WordPerfect Help, ask for assistance from your instructor or do the following: Click Tools on the menu bar and then click Options; click the General tab; click Help for WordPerfect users and click Navigation keys for WordPerfect users to clear these check boxes; and then click the OK button in the Options dialog box.

If a task you select requires several seconds (such as saving a document), the status bar displays a message informing you of the progress of the task.

More *About*
Horizontal Ruler

If the horizontal ruler does not display on your screen, click View on the menu bar and then click Ruler. This command is a toggle. That is, to hide the ruler, also click View on the menu bar and then click Ruler.

More *About* Font Sizes

Many people need to wear reading glasses. For this reason, you should increase the font size of characters in a document to at least 12 point. Because an announcement is usually posted on a bulletin board, its font size should be as large as possible so that the announcement can be seen easily by all potential readers.

Changing the Default Font Size

Characters that display on the screen are a specific shape, size, and style. The **font**, or typeface, defines the appearance and shape of the letters, numbers, and special characters. The preset, or default, font is Times New Roman (Figure 1-10 below). The **font size** specifies the size of the characters on the screen. Font size is gauged by a measurement system called **points**. A single point is about 1/72 of one inch in height. Thus, a character with a font size of ten is about 10/72 of one inch in height. The default font size in most versions of Word is 10. If more of the characters in your document require a larger font size, you easily can change the default font size before you type. In Project 1, many of the characters in the announcement are a font size of 20. Follow these steps to increase the font size before you begin entering text.

Steps To Increase the Default Font Size Before Typing

1 Point to the Font Size box arrow on the Formatting toolbar.

The mouse pointer changes to a left-pointing block arrow when positioned on a toolbar (Figure 1-10). When you point to a toolbar button or box, Word displays a ScreenTip *immediately below the button or box. The ScreenTip in this figure is Font Size.*

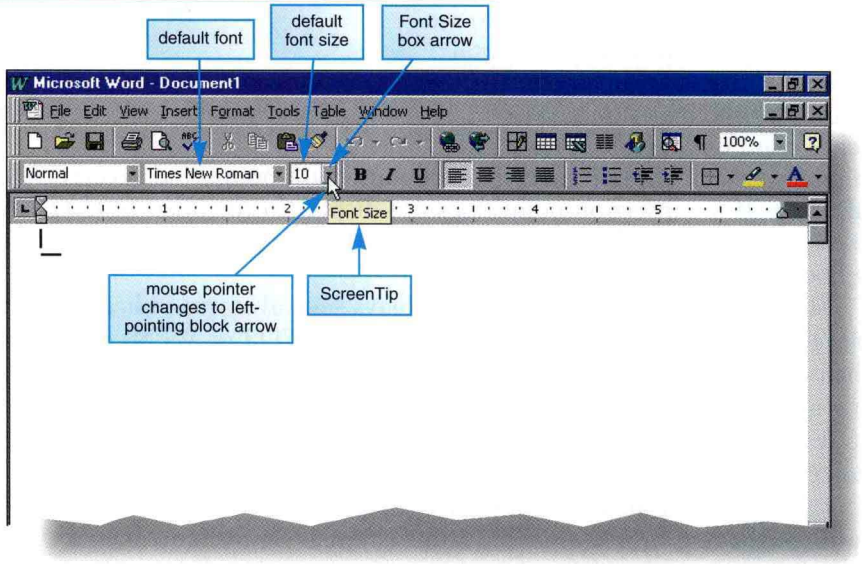

FIGURE 1-10

2 Click the Font Size box arrow on the Formatting toolbar.

A list of available font sizes displays in a Font Size list box (Figure 1-11). The font sizes displayed depend on the current font, which is Times New Roman.

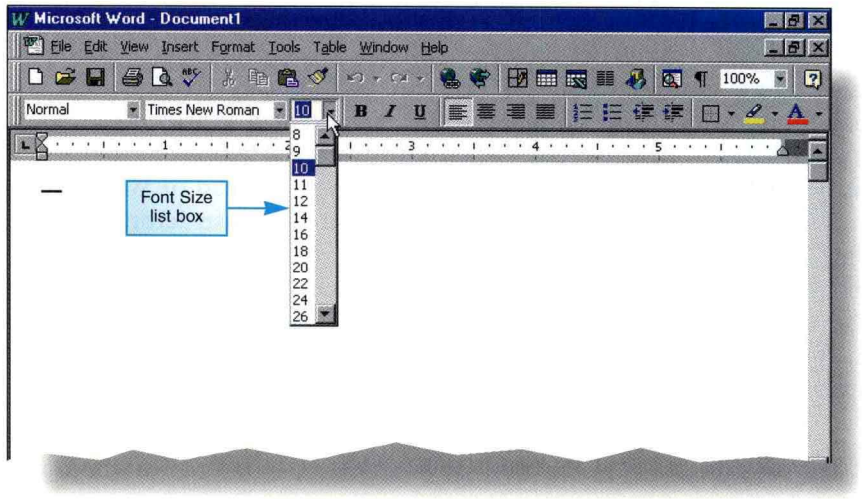

FIGURE 1-11

3 **Point to font size 20.**

Word highlights font size 20 in the list (Figure 1-12).

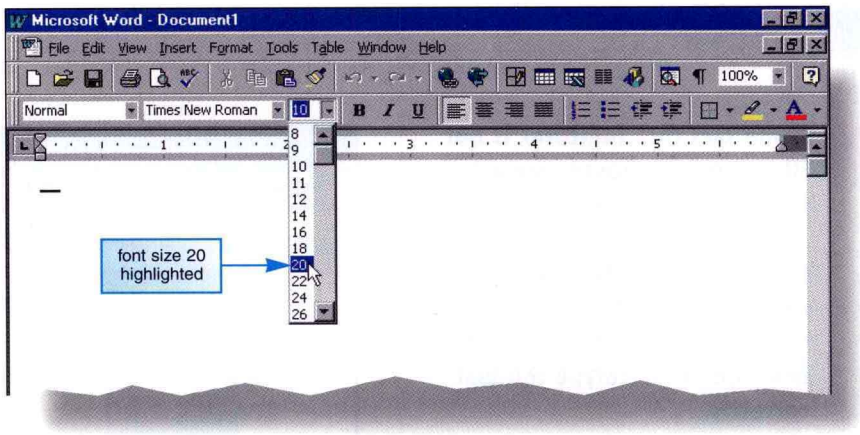

FIGURE 1-12

4 **Click font size 20.**

The font size for this document changes to 20 (Figure 1-13). The size of the insertion point increases to reflect the current font size of 20.

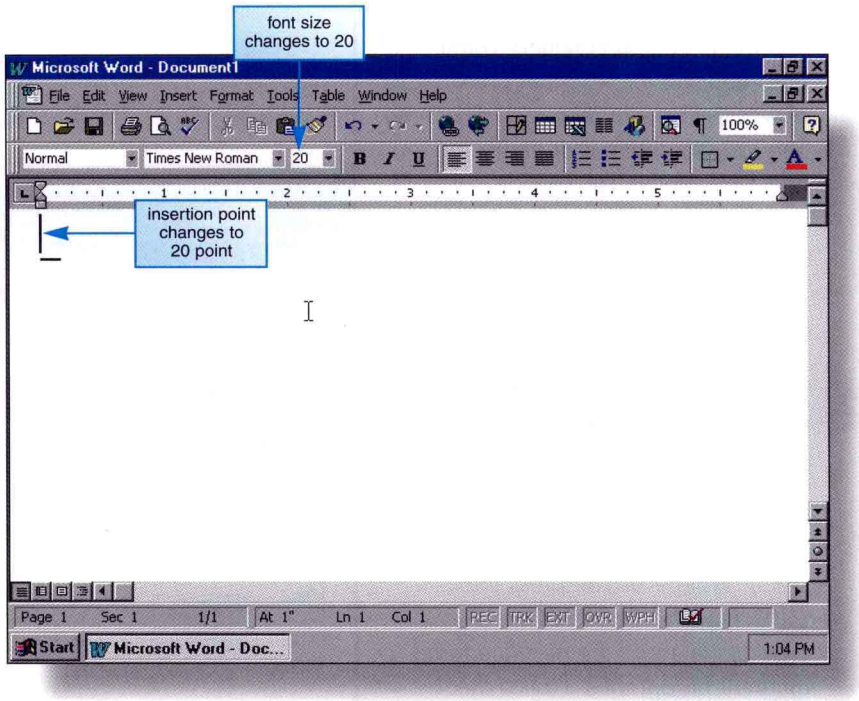

FIGURE 1-13

The new font size takes effect immediately in your document. Word uses this font size for the remainder of this announcement.

Entering Text

To prepare a document in Word, you enter text by typing on the keyboard. In Project 1, the headline (PARADISE ISLAND) is capitalized. The example on the next page explains the steps to enter the headline in all capital letters at the left margin. Later in the project, this headline will be centered across the top of the document, formatted in bold, and enlarged.

OtherWays

1. Right-click paragraph mark above end mark, click Font on shortcut menu, click Font tab, click desired point size in Size list box, click OK button
2. On Format menu click Font, click Font tab, select desired point size in Size list box, click OK button
3. Press CTRL+SHIFT+P, type desired point size, press ENTER
4. Press CTRL+SHIFT+>

Steps To Enter Text

1 **If the CAPS LOCK indicator is not lit on your keyboard, press the CAPS LOCK key. Type** PARADISE ISLAND **as the headline. If at any time during typing you make an error, press the BACKSPACE key until you have deleted the text in error and then retype the text correctly.**

Word places the P in PARADISE ISLAND at the location of the insertion point. As you continue typing this headline, the insertion point moves to the right (Figure 1-14). The insertion point is currently on line 1 in column 16.

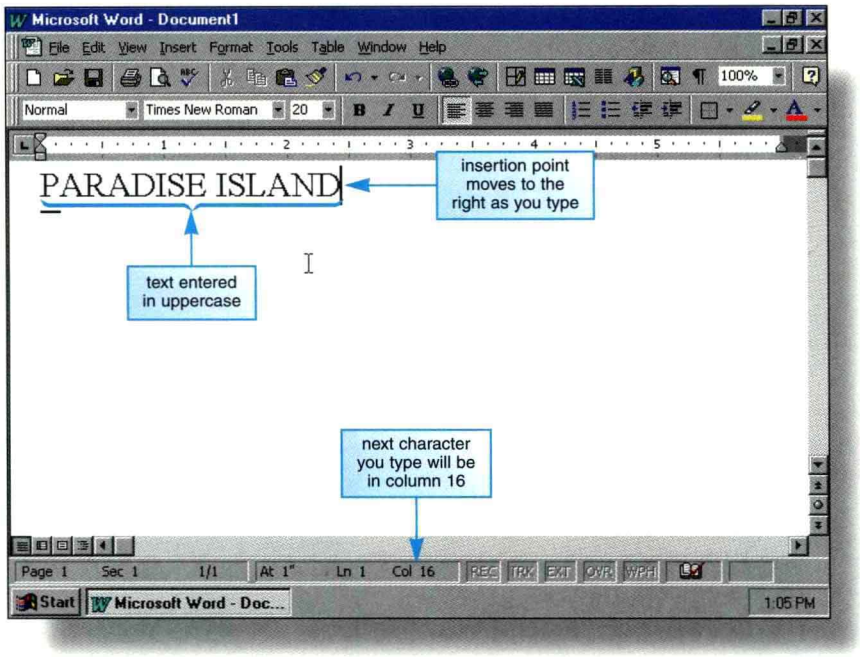

FIGURE 1-14

2 **Press the CAPS LOCK key and then press the ENTER key.**

Word creates a new paragraph by moving the insertion point to the beginning of the next line (Figure 1-15). Whenever you press the ENTER *key, Word considers the previous line and the next line to be different paragraphs. Notice the status bar indicates the current position of the insertion point. That is, the insertion point is currently on line 2 column 1.*

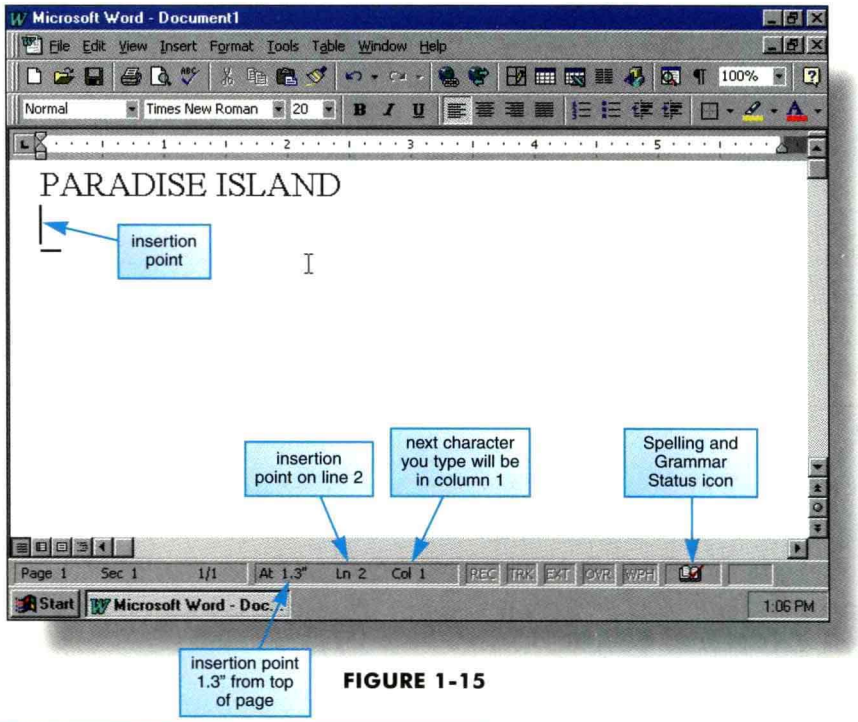

FIGURE 1-15

More About Headlines

Because the headline is the first item a reader notices, it should be effective. Headlines of fewer than four words are often typed in all-capital letters.

When you begin entering text into a document, the **Spelling and Grammar Status icon** displays at the right edge of the status bar (Figure 1-15). As you type, the spelling icon shows an animated pencil writing on paper, which indicates Word is checking for possible errors. When you stop typing, the pencil changes to either a red check mark or a red X. In Figure 1-15, the Spelling and Grammar Status icon displays a red check mark. In general, if all of the words you have typed are in Word's dictionary and your grammar is correct, a red check mark appears on the Spelling and Grammar Status icon. If you type a word not in the dictionary (because it is a proper name or misspelled), a red wavy underline appears below the word. If you type text that may be grammatically incorrect, a green wavy underline appears below the text. When Word underlines a possible spelling or grammar error, it also changes the red check mark on the Spelling and Grammar Status icon to a red X. As you enter text into the announcement, your Spelling and Grammar Status icon may show a red X, rather than a red check mark. Later in this project, you check the spelling of these words. At that time, the red X returns to a red check mark.

More *About* Entering Text

In the days of typewriters, the letter l was used for both the letter l and the number one. Keyboards, however, have both a number one and the letter l. Keyboards also have both a number zero and the letter o. Be careful to press the correct keyboard character when creating a word processing document.

Entering Blank Lines into a Document

To enter a blank line into a document, press the ENTER key without typing anything on the line. The following example explains how to enter two blank lines below the headline, PARADISE ISLAND.

Steps To Enter Blank Lines into a Document

1 **Press the ENTER key two times.**

Word inserts two blank lines into your document below the headline (Figure 1-16).

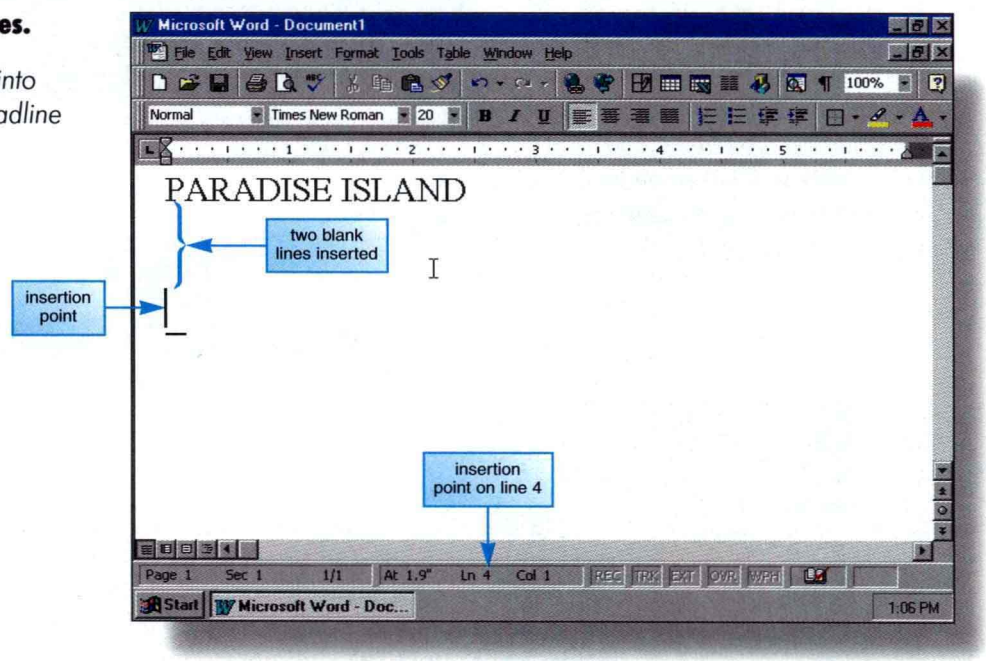

FIGURE 1-16

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