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Microsoft® Word

Made Easy

Paul Hoffman

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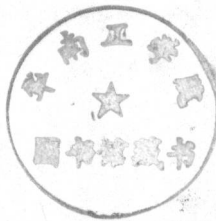
Microsoft® Word

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MICROSOFT® WORD MADE EASY

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Preface

Microsoft Word Made Easy introduces you to a powerful word processing program and guides you step by step while you learn how to use it. The book is organized so that you first gain a general understanding of Word's features and then practice editing and formatting text. By the end of this book you will be ready to use Word for a variety of business and word processing purposes.

The introduction explains the many advantages that Word offers. Getting Started tells you how to begin using Word. It includes information on how to start the program, how to give commands, and how to enter text.

Part 1, Chapters 1 through 6, explains how to enter, edit, and print your text. These chapters give you a complete overview of Word's editing features. You will begin creating documents in the first chapter.

Part 2, Chapters 7 through 10, describes Word's formatting commands. You will use these commands to make your document appear exactly as you wish.

Part 3, Chapters 11 through 13, discusses general Word topics, including additional printing topics, Word's merge capability, and various options that make Word easier to use.

Part 4, the appendixes, contains reference material on Word, detailed instructions on preparing Word for use, and answers to the review questions that end each chapter. In addition, this section discusses other programs that work with Word and compares the features of 1.0 and 1.1.

Introducing Microsoft Word

This book will help you master Microsoft Word and learn to use its advanced word processing features. It covers the many different aspects of using Word, and gives hints and practical suggestions for putting Word to work for you. This book supplements Word's documentation, the Microsoft Word reference manual, by showing you in a step-by-step fashion how to use Word.

Even though Word's features are advanced, they are relatively easy to master once you understand the concepts behind them. This book is arranged to teach you these concepts in a natural order, and it reinforces the concepts by giving you many examples to work on yourself. The examples in the book relate to the many types of word processing that are performed in a typical business office, although Word is useful for anyone who needs advanced word processing.

Each chapter is broken into lessons, and the lessons are heavily illustrated with screen photos, so that you will know exactly what to expect when you begin to use the program. Many sections explain how to use the mouse (a special pointing device) with Word. There are also review exercises at the end of the chapters.

Although this book supplements your reference manual, it also contains information that is not covered there. For example, Appendix E gives you much more complete information on how to set up your computer to use Word; Appendix F covers other applications programs, such as spelling checkers, that work with Word.

This book will be useful to anyone with Microsoft Word, or to someone who is thinking of buying it. Beginning users will find that the lessons are easy to follow, and that they build on concepts learned earlier in the book; medium-level users will find topics that were mentioned briefly in different parts of the Microsoft Word reference manual described fully in one place in this book; and advanced users will appreciate the reference material throughout the book, especially in the appendixes.

Even if you have never used a word processing program before, this book explains beginning concepts when they first appear. Beginners will find that some of Word's features are new to them, since many are unique (such as seeing many parts of a file at one time, or using a style sheet). These, too, are explained in full so that you can get a complete understanding of Word's power.

The information in this book pertains to version 1.1 of Word running on the IBM PC. If you have version 1.0, the great majority of the information here will apply. This book describes Word under PC-DOS without the Microsoft Windows program, although the version of Word designed for the Microsoft Windows program uses most of the concepts presented in this book.

WHAT IS MICROSOFT WORD?

A *word processor* is a computer program that lets you type and save any sort of text (such as memos, letters, reports, and books). Word processors, such as Microsoft Word, let you easily enter text for a document, revise the text once it has been entered (called *editing*), and print the text out on your printer in a professional form (called *formatting*).

There is a wide variety of word processing software available for many different computers. Some software gives you the bare minimum of capabilities, while other programs, like Word, give you many more useful features to make word processing easier. Some programs can run on a variety of different computers; however, Word can only be run on two, namely the IBM PC (and its look-alikes) and the Apple Macintosh.

Word is useful for all types of word processing, such as writing short memos, business letters, financial statements, articles, books, and long reports. It is generally easy to use, and has many advanced features that you can use or ignore, depending on the type of document you are writing. The more you use Word, the more you will find that it helps free you from thinking about what your text will look like, so that you can spend more time concentrating on what you want to say.

Advantages of Using Word

If you have compared Word to other word processing packages, you know that it has many features that others don't. Of course, having a plethora of features does not make a word processor good: you have to be able to use these features easily. Since most people need a fair amount of explanation to understand the usefulness of Word's features, they are mentioned briefly below, and described in full in the rest of the book.

Word is one of the first word processing programs to use a *mouse*, which is a piece of hardware that you slide along your desk in order to point to portions of the screen. The mouse makes editing and choosing much easier than most other programs, since choosing commands is much more natural. Most other word processors require you to move a *cursor* (a block or underline on the screen) until it is over some text you want to manipulate, then press a sequence of keys to give a command. Word's mouse, however, allows you simply to move a pointer around on the screen to point at what you want.

Using the mouse with Word makes editing much easier. For instance, if you want to delete a word, you simply move the mouse on your desk until the arrow on the screen is pointing at the word you want; then, you press a button on the mouse, move the mouse to point at the word "Delete" near the bottom of the screen, press a button, and the word is deleted. This shows one of Word's big advantages: you do not have to remember which sequence of keys is required to delete a word.

You can, if you want, use Word without the mouse by giving all commands from the keyboard. You can use the IBM PC's function keys and cursor control keys to give Word

commands. In fact, since giving some commands with the keyboard is faster than with the mouse, some people use both.

Since it is common for you to make mistakes when you edit text, Word has an “undo” feature that lets you take out your last change. This means that if you do something that you didn’t want, you can tell Word to undo it. This feature can save you a great deal of typing and frustration.

Microsoft has written Word so that you always use similar features of Word in similar fashions. For instance, pressing the → key when you are supposed to fill in a choice always means that you want to see what all of your choices are. Similarly, if you are using the mouse, the meaning of pressing either of the two buttons (or of pressing both buttons) is consistent throughout Word.

If you are ever unsure of what you are doing in Word, the program can always offer help. This prevents you from having to look up information in the reference manual (or in this book) when you just want to know a small bit of information. The help that Word gives you is often more useful than the help you get from other programs, since it first gives you help on what you are currently doing; if you want different information, it is easy to ask for it.

One problem with many word processing programs is that you can only see a small portion of your document at a time. With Word you can see many parts of the text at the same time in different parts of the screen (this is called opening windows). This is very useful when you are writing a long document, since you can look at what you wrote earlier while you write new text. You can even use Word to look at different files on the screen at the same time and to move text between files.

When you write reports and memos, you usually have an idea of how you want them to be formatted. Many word processing programs make you spend a great deal of time to put your documents into the desired format. Word, on the other hand, makes formatting your document especially easy. Once you tell Word what format you want to use for a paragraph, for instance, it will use that for other paragraphs until you tell it differently. Word formats paragraphs for you as you write or change them; other word processors require you to reformat a paragraph each time you change it.

Using Word in Business

You have probably heard of the many advantages that word processing offers over normal typing for a business. Since Word has many more features than most other word processors, it lets you do more work easily. For example:

- Once you set up a standard format for a particular document (such as a legal contract), you can use that format for similar documents. In the case of contracts, you then can simply type new information into the old format and not have to worry about appearance. The formats that you set up are kept in Word’s style sheets.

- Most businesses have form letters (standard letters for which the computer fills in a different name and address), and many word processing packages let you write simple form letters. Word allows you to integrate other information into your form letters so that the letters look more personalized. Word can also read the names and addresses from data files stored by other programs, such as data base management systems. This feature is often called “mail merge”.
- Word’s advanced formatting lets you make reports that look professionally typeset. With Word, you can design the style of each page to your specifications and not worry about what it will look like if you change some of the text. You can also use printers that print with proportional spacing to make your printed output look more like typesetting.
- Newsletters and other bulletins can be printed with many columns on one page, giving your writing a more professional look. You can also use many different type styles (such as boldface or italics) so that your headlines stand out from your text.

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Getting Started

This chapter explains the few steps you need to follow before you can begin to use Word and shows you how to start up the program. After following the installation instructions, you can immediately start to edit and format documents; in fact, you will start using Word in Chapter 1 to enter a business letter that will be utilized throughout the next six chapters and in many other sections of the book as well.

If you have no word processing experience, the following section will give you a quick overview of many of the terms you will find in this book. If you are familiar with another word processor, you can probably skim the section very quickly.

WORD PROCESSING TERMS

Word processing programs give you two major capabilities: editing and formatting. *Editing* is the ability to enter text into the program, make corrections, save the text on disk, and later change the text. *Formatting* is the ability to specify how the text will look when you print it out. For example, formatting allows you to add special features to the printout, such as page numbers on each page, and to specify the width of the left and right margins.

In order to make a word processing program work, you give it *commands*, instructions that tell the program what you want to do. In Word, you can give commands by using the mouse or by pressing the keys on the left and right sides of the keyboard (the *function keys* and the *cursor control keys* respectively).

When you write a document, you *insert* text into a file. This is done simply by typing the text as you would on a typewriter. Once this has been done, you can use editing commands to correct mistakes or to rearrange the text. While you are editing, you can move around in the text so you can edit different parts. When you want to see text that is not on the screen, the word processing program will *scroll*, or move, the screen to the desired location. When you are done with a file, you can *save* it on disk; when you want to use the file later, you tell the word processing program to *load* it from disk.

If you have entered text that you no longer want in the file, you can *delete* it. Word allows you to delete groups of words or lines easily; for instance, if you want to delete a paragraph, you *select* the paragraph (with a selection command) and then delete it all at once. If, instead, you want to move the paragraph to some other location in the document, you can *cut and paste* the text as if you were using scissors and tape, inserting the paragraph in a new location.

When you write longer documents, you may want to find a specific part of the text so you can edit it. The easiest way to do this is to *search* for a particular word that is in the

area you want to edit. Word, like most word processing programs, can also search your entire document and automatically change one set of words to another; this is called *global search and replace*. For instance, if you use one person's name throughout a file and want to change it to another name, you only have to give one search-and-replace command. When you are editing in Word, you normally edit just one file. However, you can edit more than one file at a time by opening a *window*; this is like splitting your screen into two smaller screens.

A word processing program with many formatting features can give you finished copy that looks professionally produced. When you use a typewriter, you often do a great deal of formatting, such as *indenting* the first lines of paragraphs (usually the first five spaces from the left margin) and putting the page number on each page. Word processing programs can do many formatting tasks for you automatically. For instance, if you want to insert a standard line of text at the top or bottom of each page (called a *header* or *footer*), you can tell the program to do that for you.

Like some other word processors, Word lets you use many different styles of characters (or *fonts*) in your text. For example, you can print in *italics*, the font used for introducing terms in this book. Other fonts that you can use in Word are **boldface** and **SMALL CAPS**. In fact, Word lets you use more fonts than most other word processors.

The way you format paragraphs can make a big difference in the appearance of the text. Word allows you to choose *ragged-right* or *justified* margins. Ragged-right text does not line up exactly; justified text lines up at the right margin, like the text in many books and magazines. In addition, some lines, like titles and headings, can be *centered* between the margins.

When you reach the bottom of a page, you may not want the remainder of a paragraph to appear on the next page; you might prefer to leave extra white space at the bottom and put the full paragraph on the next page. Word allows you to *keep* a paragraph together to make the text more readable, although the pages may have uneven lengths. For aesthetics, it is usually sufficient to prevent *widows* and *orphans*, and Word automatically does this for you. When the last line of a paragraph is typed at the top of a new page, it is called a widow; an orphan is the first line of a paragraph typed at the bottom of a page with the rest of the paragraph typed on the next page.

PREPARING FOR WORD

The Word program comes on a double-sided disk containing the programs and special files needed for running Word; this is called the *Program Disk*. A second copy of the disk is provided as a backup in case the first one fails; this is labeled "*Backup Copy*." A third disk, the *Utilities Disk*, contains other programs and files that are used with Word.

Microsoft has prevented you from being able to make a complete copy of the Program Disk, so you cannot make any more backup copies of the master disk with the PC-DOS

COPY or DISKCOPY commands. Since you cannot know when a disaster may strike, put the Backup Copy in a safe place, preferably far away from the computer; if there is a fire or your Program Disk is stolen, you can use the Backup Copy. You may also need the Backup Copy if you accidentally erase some important files from your Program Disk, since you cannot write-protect it. If you have a program that allows you to copy disks that are supposedly uncopyable, you should try to make a copy of the Program Disk, in case both the Program Disk and the Backup Copy become unusable. You can (and should) make backup copies of the Utilities Disk.

You should have a few formatted diskettes for storing the text that you enter. If you have a hard disk, you do not need these diskettes, since you can keep everything on the hard disk. Note, however, that although Word works with many brands of hard disks, it does not work with all; check with the hard-disk manufacturer.

If you have a mouse, you should install the mouse in your computer and have the mouse initialization program (sometimes called the *mouse driver*) loaded into memory before you run Word. The procedure for this is covered in Appendix E.

You must decide what type of disk Word will run on before you start using the program. You can choose from hard disk, floppy disk, or RAM disk.

If you are not familiar with the different types of disks or with giving PC-DOS commands, see the *Osborne/McGraw-Hill MS-DOS User's Guide* by Paul Hoffman and Tamara Nicoloff (Osborne/McGraw-Hill, 1984). Word accesses information on your disks fairly often and works faster on a computer that has a hard or RAM disk. If you are using a hard disk, you have to install Word on it with a special program. See Appendix E for more information on running Word on floppy, hard, and RAM disks.

STARTING THE WORD PROGRAM

The method that you use to run Word depends on the type of disk you are using. For example, to run Word from a floppy disk system, put the Program Disk in the A: drive and give the WORD command at the following PC-DOS prompt:

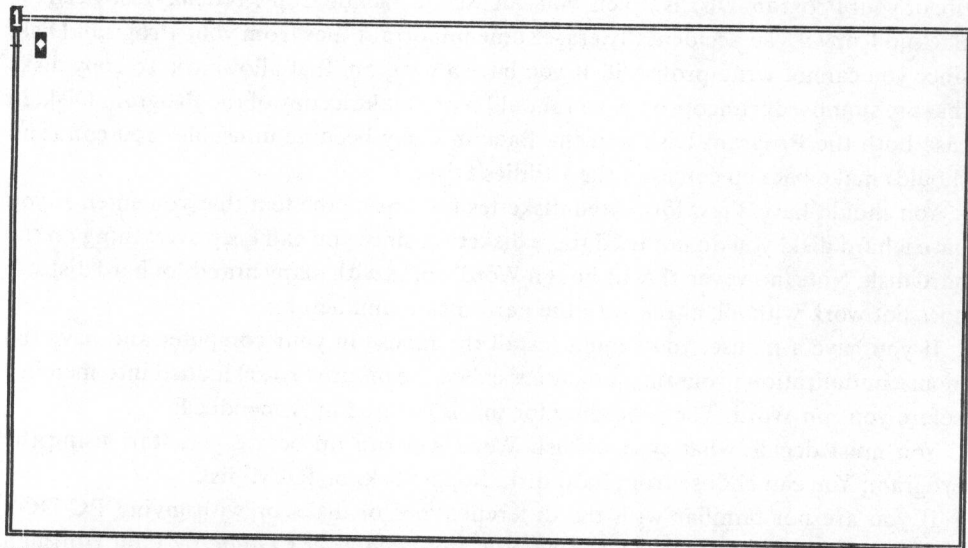
```
A>WORD
```

Throughout this book, the part of the instruction in **boldface** is what you type in; here, you type **WORD** and press the ENTER key.

Appendix E covers all of the information you need in order to start Word regardless of the type of disks you use. Since every IBM PC has at least one floppy disk drive, the method in the previous example can always be used. There are, however, different ways of starting Word if you have a special monitor on your PC; Chapter 13 covers these.

The Word program loads in the same fashion with floppy, hard, or RAM disks. First you see the Microsoft animated logo and then Word performs some initial setup

operations. When all of the initial files are read, you should see the following:



COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
Options Print Quit Replace Search Transfer Undo Window
Edit document or press Cancel to use menu
Page 1 {} 100% Free Microsoft Word:

If you are using a mouse, you should see an arrow (called the *mouse pointer*) pointing up and to the left, near the middle of the screen:



You are now ready to start entering Word commands and text.

If you wish, you can start Word with the name of the file that you want to edit. For example, if you want to edit the file called SAMPLE1, you can give PC-DOS the command

A>WORD SAMPLE1

Word also remembers the name of the last file that you edited. If you want to edit that file again, instead of including its name on the command line, you can use the /L option:

A>WORD /L

GIVING WORD COMMANDS

As soon as Word is loaded, it is ready for you to start entering text. In the upper-left corner, the bright rectangle with the diamond in it is where the first letters you type will appear. You can type just as you would on a typewriter. To start experimenting, type the following words: **This is just like a typewriter.** If you make a mistake as you type, you can use the BACKSPACE key to erase the letter you just typed.

Now press the F7 key a few times and then the F8 key. Notice that the rectangle moves to the left and right, leaving the diamond at the end of the line. The rectangle is the *selection indicator*, which is described in detail later in this chapter. The diamond is a marker that shows you the end of the text and is sometimes called the *end-of-file marker*. Figure GS-1 shows the different areas of the screen.

So far you have only entered text, not edited it. To edit the text, you have to give Word commands. There are two ways to give commands: with the mouse and with the keyboard. You should read both of the following sections regardless of whether you have a mouse. Most concepts in this book are first explained in the sections for mouse users, since it is easier to show illustrations with the mouse. However, even if you have a mouse you should read the sections for keyboard users, since you will probably find that you will give Word commands with both the mouse and the keyboard.

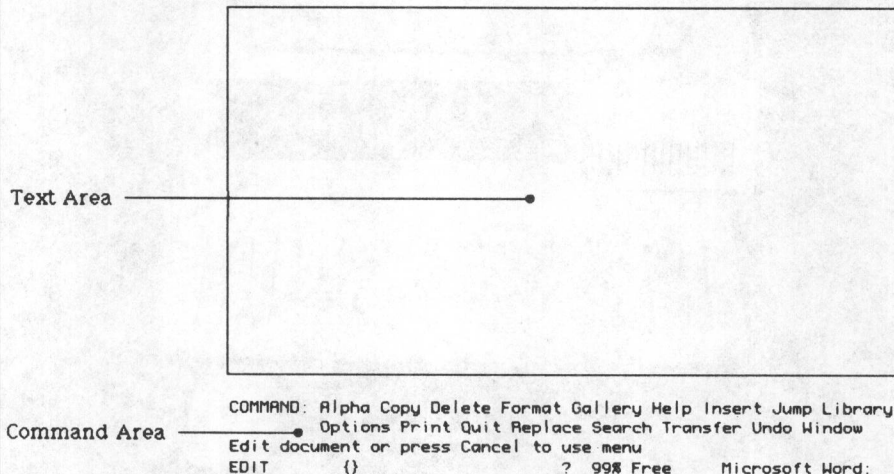


Figure GS-1 The Word screen

Giving Commands With the Mouse

The mouse is a simple tool used for pointing at parts of the screen. The Microsoft mouse is shown in Figure GS-2.

When you move the mouse on your desk, the pointer on the screen moves in the same direction. When you press one or both of the buttons on the mouse, the mouse sends a signal to Word. The pointer on the screen can take many shapes, depending on where it is on the screen. When it is in the text area (the large area where your typed-in text will appear), it is the arrow pointing up and to the left.

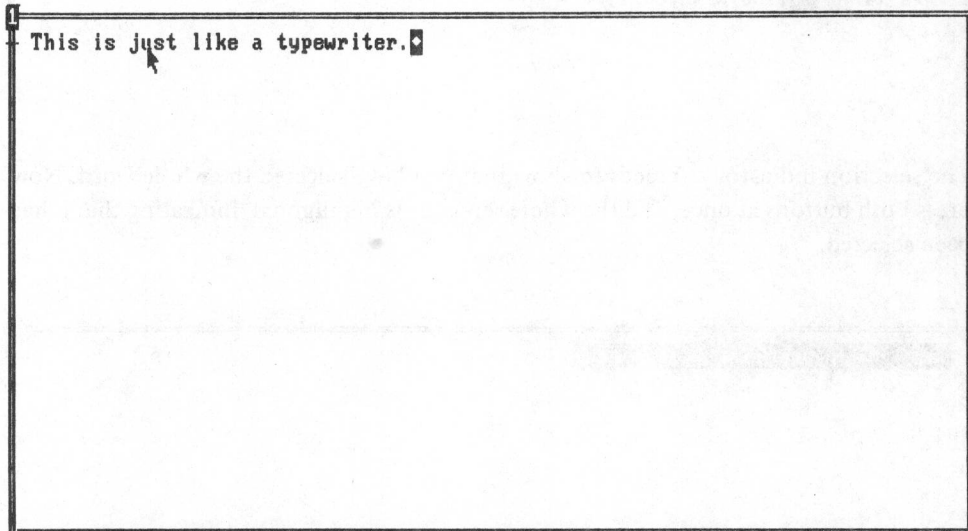
Moving the mouse around on your desk moves the pointer; however, this never executes a command. To tell Word that you want to do something with a piece of information, you must point the mouse at the information and press one of the two buttons on the mouse (sometimes you will press both together).

It may take some practice to get used to pointing with the mouse; a common mistake is to press the buttons so hard that you move the mouse, with the result that the pointer is no longer where you want it on the screen. When you point at information on the screen, it is the tip of the arrow, not the whole arrow itself, that Word uses to determine what you are pointing at. If you slowly move the tip to one of the borders of the screen, you will see the shape change.



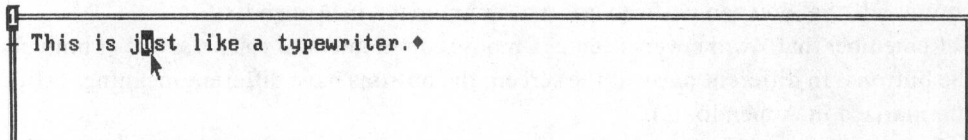
Figure GS-2 *The Microsoft mouse*

As you use the mouse, you will find that your coordination will quickly get better. As practice, first move the mouse on your desktop so that the pointer is directly on top of the letter “u” in the word “just” that you typed.



COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
 Options Print Quit Replace Search Transfer Undo Window
 Edit document or press Cancel to use menu
 Page 1 {} ? 100% Free Microsoft Word:

If you see a square instead of an arrow, you are pointing above the letters. Now press the left button on the mouse (the mouse's buttons should always face your keyboard). The selection indicator (shown by the highlight) now jumps to the letter “u”.



You have now given a selection command; that is, you have “selected” a portion of text. Whenever you give Word commands that have an effect on text in your file, the effect is only on the selected text. You can have anywhere from one character to the whole document selected at any time. The text that is highlighted is the text that is currently selected (in this case, the “u”).