

THE O'LEARY SERIES

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office word // 2003

INTRODUCTORY
EDITION



Specialist Level Exam

The O'L

Microsoft[®] Office Word 2003

Introductory Edition

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What is a Microsoft Office Specialist?

A Microsoft Office Specialist is an individual who has passed exams for certifying his or her skills in one or more of the Microsoft Office desktop applications such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access, or Microsoft Project. The Microsoft Office Specialist Program typically offers certification exams at the “Specialist” and “Expert” skill levels.* The Microsoft Office Specialist Program is the only program in the world approved by Microsoft for testing proficiency in Microsoft Office desktop applications and Microsoft Project. This testing program can be a valuable asset in any job search or career advancement.

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Microsoft Office Specialist certification helps satisfy employers' needs for qualitative assessments of employees' skills. Training, coupled with Microsoft Office Specialist certification, offers organizations of every size the ability to enhance productivity and efficiency by enabling their employees to unlock many advanced and laborsaving features in Microsoft Office applications. Microsoft Office Specialist certification can ultimately improve the bottom line.

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Microsoft Office Specialist certification validates instructors' knowledge and skill in using Microsoft Office applications. It serves as a valuable credential, demonstrating their potential to teach students these essential applications. The Microsoft Office Specialist Authorized Instructor program is also available to those who wish to further demonstrate their instructional capabilities.

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To learn more about becoming a Microsoft Office Specialist, visit www.microsoft.com/officespecialist

To purchase a Microsoft Office Specialist certification exam, visit www.DesktopIQ.com

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Preface

● **Introduction**

The 20th century not only brought the dawn of the Information Age, but also rapid changes in information technology. There is no indication that this rapid rate of change will be slowing—it may even be increasing. As we begin the 21st century, computer literacy will undoubtedly become prerequisite for whatever career a student chooses. The goal of the O’Leary Series is to assist students in attaining the necessary skills to efficiently use these applications. Equally important is the goal to provide a foundation for students to readily and easily learn to use future versions of this software. This series does this by providing detailed step-by-step instructions combined with careful selection and presentation of essential concepts.

● **About the Authors**

Tim and Linda O’Leary live in the American Southwest and spend much of their time engaging instructors and students in conversation about learning. In fact, they have been talking about learning for more than 25 years. Something in those early conversations convinced them to write a book, to bring their interest in the learning process to the printed page. Today, they are as concerned as ever about learning, about technology, and about the challenges of presenting material in new ways, both in terms of content and the method of delivery.

A powerful and creative team, Tim combines his years of classroom teaching experience with Linda’s background as a consultant and corporate trainer. Tim has taught courses at Stark Technical College in Canton, Ohio, Rochester Institute of Technology in upper New York state, and is currently a professor at Arizona State University in Tempe, Arizona. Tim and Linda have talked to and taught students from ages 8 to 80, all of them with a desire to learn something about computers and the applications that make their lives easier, more interesting, and more productive.

● **About the Book**

Times are changing, technology is changing, and this text is changing, too. Do you think the students of today are different from yesterday? There is no doubt about it—they are. On the positive side, it is amazing how much effort students will put toward things they are convinced are relevant to them. Their effort directed at learning application programs and exploring

the Web seems at times limitless. On the other hand, students can often be shortsighted, thinking that learning the skills to use the application is the only objective. The mission of the series is to build upon and extend this interest by not only teaching the specific application skills but by introducing the concepts that are common to all applications, providing students with the confidence, knowledge, and ability to easily learn the next generation of applications.

● **Same Great Features as the Office XP Edition with some new additions!**



- **Introduction to Computer Essentials**—A brief introduction to the basics of computer hardware and software (appears in Office Volume I only).
- **Introduction to Outlook**—A lab devoted to Microsoft Office Outlook 2003 basics (appears in Office Volume I only).
- **Introduction to Microsoft Office 2003**—Presents an overview to the Microsoft Office 2003 components: Office Word, Excel, Access, PowerPoint, and Outlook. Includes a hands-on section that introduces the features that are common to all Office 2003 applications, including using menus, task panes, and the Office Help system.
- **Lab Organization**—The lab text is organized to include main and subtopic heads by grouping related tasks. For example, tasks such as changing fonts and applying character effects appear under the “Formatting” topic head. This results in a slightly more reference-like approach, making it easier for students to refer back to the text to review. This has been done without losing the logical and realistic development of the case.
- **Relevant Cases**—Four separate running cases demonstrate the features in each application. Topics are of interest to students—At Arizona State University, over 600 students were surveyed to find out what topics are of interest to them.
- **Focus on Concepts**—Each lab focuses on the concepts behind the application. Students learn the concepts, so they can succeed regardless of the software package they might be using. The concepts are previewed at the beginning of each lab and summarized at the end of each lab.
- All **Numbered Steps** and bullets appear in left margin space making it easy not to miss a step.
- **Clarified Marginal Notes**—Marginal notes have been enhanced by more clearly identifying the note content with box heads and the use of different colors.

Additional Information—Brief asides with expanded discussion of features.

Having Trouble?—Procedural tips advising students of possible problems and how to overcome them.

Another Method—Alternative methods of performing a procedure.



- **Focus on Careers**—A new feature, appearing at the end of each lab, which provides an example of how the material covered may be applied in the “real world.”
- A **Microsoft Office Specialist Skills** table, appearing at the end of each lab, contains page references to Microsoft Office Specialist skills learned in the lab.
- **End-of-Chapter Material**
 - Screen Identification (appears in the first lab of each application)
 - Matching
 - Multiple Choice
 - Fill-In
 - True/False

Hands-On Practice Exercises—Students apply the skills and concepts they learned to solve case-based exercises. Many cases in the practice exercises tie to a running case used in another application lab. This helps to demonstrate the use of the four applications across a common case setting. For example, the Adventure Travel Tours case used in the Word labs is continued in practice exercises in Excel, Access, and PowerPoint.

- Step-by-Step
- On Your Own
- **Rating System**—The 3-star rating system identifies the difficulty level of each practice exercise in the end-of-lab materials.

rating system

- ★ Easy
- ★★ Moderate
- ★★★ Difficult



- **Continuing Exercises**—A continuing exercise icon identifies exercises that build off of exercises completed in earlier labs.
- **Working Together Labs**—At the completion of the brief and introductory texts, a final lab demonstrates the integration of the MS Office applications.
- **References**

Command Summary—Provides a table of all commands used in the labs.

Glossary of Key Terms—Includes definitions for all bolded terms used in the labs and included in the Key Terms list at the end of each lab.

Data File List—Helps organize all data and solution files.

Microsoft Office Specialist Certification Guide—Links all Microsoft Office Specialist objectives to text content and end-of-chapter exercises.

Instructor's Guide

We understand that, in today's teaching environment, offering a textbook alone is not sufficient to meet the needs of the many instructors who use our books. To teach effectively, instructors must have a full complement of supplemental resources to assist them in every facet of teaching from preparing for class, to conducting a lecture, to assessing students' comprehension. *The O'Leary Series* offers a fully-integrated supplements package and Web site, as described below.

● **Instructor's Resource Kit**

The **Instructor's Resource Kit** contains a computerized Test Bank, an Instructor's Manual, and PowerPoint Presentation Slides. Features of the Instructor's Resource Kit are described below.

- **Instructor's Manual** The Instructor's Manual contains lab objectives, concepts, outlines, lecture notes, and command summaries. Also included are answers to all end-of chapter material, tips for covering difficult materials, additional exercises, and a schedule showing how much time is required to cover text material.
- **Computerized Test Bank** The test bank contains over 1,300 multiple choice, true/false, and discussion questions. Each question will be accompanied by the correct answer, the level of learning difficulty, and corresponding page references. Our flexible Diploma software allows you to easily generate custom exams.
- **PowerPoint Presentation Slides** The presentation slides will include lab objectives, concepts, outlines, text figures, and speaker's notes. Also included are bullets to illustrate key terms and FAQs.

● **Online Learning Center/Web Site**

Found at www.mhhe.com/oleary, this site provides additional learning and instructional tools to enhance the comprehension of the text. The OLC/Web Site is divided into these three areas:

- **Information Center** Contains core information about the text, supplements, and the authors.
- **Instructor Center** Offers instructional materials, downloads, and other relevant links for professors.
- **Student Center** Contains data files, chapter competencies, chapter concepts, self-quizzes, flashcards, additional Web links, and more.

● **Skills Assessment**

SimNet (Simulated Network Assessment Product) provides a way for you to test students' software skills in a simulated environment.

- Pre-testing options
- Post-testing options
- Course placement testing
- Diagnostic capabilities to reinforce skills
- Proficiency testing to measure skills
- Web or LAN delivery of tests.
- Computer-based training tutorials

For more information on skills assessment software, please contact your local sales representative, or visit us at www.mhhe.com/it.

● **Digital Solutions to Help You Manage Your Course**

PageOut is our Course Web Site Development Center that offers a syllabus page, URL, McGraw-Hill Online Learning Center content, online exercises and quizzes, gradebook, discussion board, and an area for student Web pages.

Available free with any McGraw-Hill Technology Education product, PageOut requires no prior knowledge of HTML, no long hours of coding, and a way for course coordinators and professors to provide a full-course Web site. PageOut offers a series of templates—simply fill them with your course information and click on one of 16 designs. The process takes under an hour and leaves you with a professionally designed Web site. We'll even get you started with sample Web sites, or enter your syllabus for you! PageOut is so straightforward and intuitive, it's little wonder why over 12,000 college professors are using it. For more information, visit the PageOut Web site at www.pageout.net.

Online courses are also available. Online Learning Centers (OLCs) are your perfect solutions for Internet-based content. Simply put, these Centers are “digital cartridges” that contain a book's pedagogy and supplements. As students read the book, they can go online and take self-grading quizzes or work through interactive exercises. These also provide students appropriate access to lecture materials and other key supplements.

Online Learning Centers can be delivered through any of these platforms:

- Blackboard.com
- WebCT (a product of Universal Learning Technology)

McGraw-Hill has partnerships with WebCT and Blackboard to make it even easier to take your course online. Now you can have McGraw-Hill content delivered through the leading Internet-based learning tool for higher education.

● Computing Concepts

Computing Essentials 2004 and *Computing Today* offer a unique, visual orientation that gives students a basic understanding of computing concepts. *Computing Essentials* and *Computing Today* are some of the few books on the market that are written by a professor who still teaches the courses every semester and loves it. The books encourage “active” learning with their exercises, explorations, visual illustrations, and inclusion of screen shots and numbered steps. While combining the “active” learning style with current topics and technology, these texts provide an accurate snapshot of computing trends. When bundled with software application lab manuals, students are given a complete representation of the fundamental issues surrounding the personal computing environment.

Select features of these texts include:

- **Using Technology**—Engaging coverage of hot, high-interest topics, such as phone calls via the Internet, using the Internet remotely with a Personal Digital Assistant (PDA), and Client and Server operating systems. These Web-related projects direct the student to explore current popular uses of technology.
- **Expanding Your Knowledge**—Geared for those who want to go into greater depth on a specific topic introduced within the chapter. These projects meet the needs of instructors wanting more technical depth of coverage.
- **Building Your Portfolio**—Develops critical thinking and writing skills while students examine security, privacy, and ethical issues in technology. By completing these exercises, students will be able to walk away from the class with something to show prospective employers.
- **Making IT Work for You**—Based on student surveys, *Computing Essentials* identified several special interest topics and devoted a two-page section on each in the corresponding chapter. Making IT Work for You sections engage students by presenting high interest topics that directly relate to the concepts presented in the chapter. Topics include downloading music from the Internet, creating personal Web sites, and using the Internet to make long-distance phone calls. Many of these are supported by short video presentations that will be available via CD and the Web.
- **On the Web Explorations**—Appear throughout the margins of the text and encourage students to go to the Web to visit several informative and established sites in order to learn more about the chapter’s featured topic.
- **A Look to the Future Sections**—Provide insightful information about the future impact of technology and forecasts of how upcoming enhancements in the world of computing will play an important and powerful role in society.
- **End-of-Chapter Material**—A variety of material including objective questions (key terms, matching, multiple choice, and short answer completion) and critical thinking activities. This will help to reinforce the information just learned.

STUDENT'S GUIDE

As you begin each lab, take a few moments to read the **Case Study** and the Concept Preview. The case study introduces a real-life setting that is interwoven throughout the entire lab, providing the basis for understanding the use of the application. Also, notice the Additional Information, Having Trouble?, and Another Method boxes scattered throughout the book. These tips provide more information about related topics, help get you out of trouble if you are having problems, and offer suggestions on other ways to perform the same task. Finally, read the text between the steps. You will find the few minutes more it takes you is well worth the time when you are completing the practice exercises.

Many learning aids are built into the text to ensure your success with the material and to make the process of learning rewarding. The pages that follow call your attention to the key features in the text.

Objectives

Appear at the beginning of the lab and identify the main features you will be learning.

Case Study

Introduces a real-life setting that is interwoven throughout the lab, providing the basis for understanding the use of the application.

Case Study

Adventure Travel Tours

As a recent college graduate, you have accepted a job as advertising coordinator for Adventure Travel Tours, a specialty travel company that organizes active adventure vacations. The company is headquartered in Los Angeles and has locations in other major cities throughout the country. You are responsible for coordination of the advertising program for all locations. This includes the creation of many kinds of promotional materials: brochures, flyers, form letters, news releases, advertisements, and a monthly newsletter. You are also responsible for creating Web pages for the company Web site.

Adventure Travel is very excited about four new tours planned for the upcoming

year. They want to promote them through informative presentations held throughout the country. Your first job as advertising coordinator will be to create a flyer advertising the four new tours and the presentations about them. The flyer will be modified according to the location of the presentation.

The software tool you will use to create the flyer is the word processing application Microsoft Word Office 2003. It helps you create documents such as letters, reports, and research papers. In this lab, you will learn how to enter, edit, and print a document while you create the flyer (shown right) to be distributed in a mailing to Adventure Travel Tours clients.



© PhotoDisc

WD1.2

Creating and Editing a Document LAB 1

Objectives

After you have read this chapter, you should be able to:

- 1 Develop a document as well as enter and edit text.
- 2 Insert and delete text and blank lines.
- 3 Reveal formatting marks.
- 4 Use AutoCorrect, AutoText, and AutoComplete.
- 5 Use automatic spelling and grammar checking.
- 6 Save, close, and open files.
- 7 Select text.
- 8 Undo and redo changes.
- 9 Change fonts and type sizes.
- 10 Bold and color text.
- 11 Change alignment.
- 12 Insert, size, and move pictures.
- 13 Preview and print a document.
- 14 Set file properties.

WD1.1

- Objectives, Case Study
- Concept Preview, Another Method, Having Trouble?

Concept Preview

Provides an overview to the concepts that will be presented throughout the lab.

Concept Preview

The following concepts will be introduced in this lab:

- 1 **Grammar Checker** The grammar checker advises you of incorrect grammar as you create and edit a document, and proposes possible corrections.
- 2 **AutoText and AutoComplete** The AutoText and AutoComplete features make entering text easier by providing shortcuts for entering commonly used text.
- 3 **Spelling Checker** The spelling checker advises you of misspelled words as you create and edit a document, and proposes possible corrections.
- 4 **AutoCorrect** The AutoCorrect feature makes some basic assumptions about the text you are typing and, based on these assumptions, automatically corrects the entry.
- 5 **Word Wrap** The word wrap feature automatically decides where to end a line and wrap text to the next line based on the margin settings.
- 6 **Font and Font Size** A font, also commonly referred to as a typeface, is a set of characters with a specific design that has one or more font sizes.
- 7 **Alignment** Alignment is the positioning of text on a line between the margins or indents. There are four types of paragraph alignment: left, centered, right, and justified.
- 8 **Graphics** A graphic is a non-text element added to a document.

Introducing

Adventure Travel all locations across the latest version. You are very excited help you create flyers and newsletters.

Starting Office V
You will use the Word, to create a

2 **Open the Zoom drop-down menu and return the zoom percent to 100% for Print Layout view.**

Click to switch back to Normal view.

2 **Another Method**
The voice command equivalent is "Normal view."

Your screen should be similar to Figure 1.5.

Figure 1.5

Another Method

Offers additional ways to perform a procedure.

2 **Press [Enter] 2 times.**

Press [Delete] to remove the space at the beginning of the line.

Press [Enter].

Your screen should be similar to Figure 1.12.

Figure 1.12

Having Trouble?

Helps resolve potential problems as you work through each lab.

Having Trouble?

If the green underline is not displayed, choose Tools>Options, open the Spelling & Grammar tab, and select the "Check spelling as you type" and "Check Grammar as you type" options.

The insertion point is positioned at the beginning of the blank line. As you continue to create a document, the formatting marks are automatically inserted and deleted. Notice that a green wavy underline appears under the word "four." This indicates an error has been detected.

Identifying and Correcting Errors Automatically

As you enter text, Word is constantly checking the document for spelling and grammar errors. The Spelling and Grammar Status icon in the status bar displays an animated pencil icon while you are typing, indicating Word is checking for errors as you type. When you stop typing, it displays either a red squiggle or a green squiggle .

at the zero position of the left margin settings, the default tab

a flyer

• Numbered and Bulleted Steps, Additional Information

Numbered and Bulleted Steps
Provide clear Step-by-Step Instructions on how to complete a task, or series of tasks.

Additional Information
Offers brief asides with expanded coverage of content.

3 • Click **Change**.

Additional Information
On your own computer system, you would want to add words to the custom dictionary that you use frequently and that are not included in the standard dictionary, so they will be accepted when typed correctly and offered as a suggested replacement when not typed correctly.

Your screen should be similar to Figure 2.3

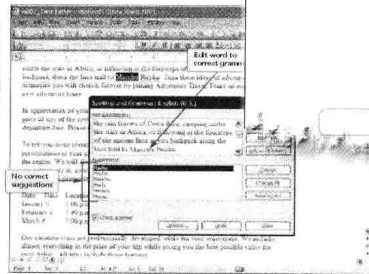


Figure 2.3

The spelling checker replaces the misspelled word with the selected suggested replacement and moves on to locate the next error. This time the error is the name of the Inca ruins at Machu Picchu. "Machcu" is the incorrect spelling for this word; there is no correct suggestion, however, because the word is not found in the dictionary. You will correct the spelling of the word by editing it in the Not in Dictionary text box.

4 • Change the spelling of the word to Machu in the Not in Dictionary box.

• Click **Change**.

Your screen should be similar to Figure 2.4

Additional Information
You can also edit words directly in the document and then click **Change** to continue using the spelling and grammar checker.

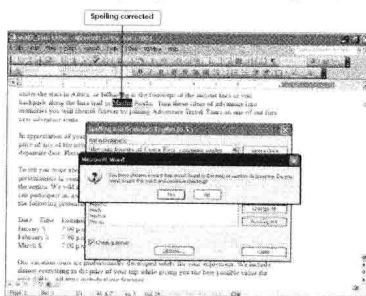


Figure 2.4

Replacing Text

You decide to replace several occurrences of the word "trip" in the letter with "tour" where appropriate. You will use the Replace function to specify the text to enter as the replacement text.

1 • Open the Replace tab.

Your screen should be similar to Figure 2.26

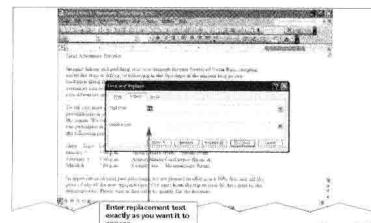


Figure 2.26

The Replace tab includes a Replace With text box in which you enter the replacement text. This text must be entered exactly as you want it to appear in your document. To find and replace the first occurrence of the word "trip" with "tour":

2 • Type tour in the Replace With text box.

• Click **Find Next**.

• Click **Replace**.

Your screen should be similar to Figure 2.27

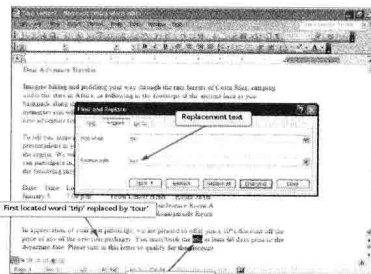


Figure 2.27

Finding and Replacing Text

WB2.26

Word 2003