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ADVANTAGE  
SERIES FOR  
COMPUTER  
EDUCATION

**HUTCHINSON**  
**SAWYER**  
**COULTHARD**



# WORD 2.0 for Windows



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# WORD<sup>®</sup> 2.0 FOR WINDOWS<sup>®</sup>

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Sarah E. Hutchinson  
Stacey C. Sawyer  
Glen J. Coulthard

**IRWIN**

Burr Ridge, Illinois  
Boston, Massachusetts  
Sydney, Australia

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## USING THIS GUIDE

This tutorial is one in a series of learning guides that lead you through the most popular microcomputer software programs available. Concepts, skills, and procedures are grouped into session topics and are presented in a logical and structured manner. Commands and procedures are introduced using hands-on examples, and you are encouraged to perform the steps along with the guide. Although you may turn directly to a later session, be aware that some sessions require, or at least assume, that you have completed the previous sessions. For maximum benefit, you should work through the short-answer and hands-on exercises appearing at the end of each session.

The exercises and examples in this guide use several standard conventions to indicate menu instructions, keystroke combinations, and command instructions.

### MENU INSTRUCTIONS

In Windows, Menu bar options and pull-down menu commands have an underlined letter in each option. When you need to execute a command from the Menu bar--the row of menu choices across the top of the screen--the tutorial's instruction line separates the Menu bar option from the command with a comma. For example, the command for quitting Windows is shown as:

CHOOSE: File, Exit

This instruction tells you to choose the File option on the Menu bar and then to choose the Exit command from the File pull-down menu. The actual steps for choosing a menu command are discussed later.

### KEYSTROKES AND KEYSTROKE COMBINATIONS

When you must press two keys together, the tutorial's instruction line shows the keys joined with a plus sign (+). For example, you execute a command in Windows by holding down **Alt** and then pressing the key with the underlined letter of the desired command in the Menu bar. To illustrate this type of keystroke combination, the following statement shows how to access the File menu option.

PRESS: **Alt**+F

This instruction tells you to press the **Alt** key first and then hold it down while you press the F key. Once both keys have been pressed, they are then immediately released.

## COMMAND INSTRUCTIONS

This guide indicates with a special typeface data that you are required to type in yourself. For example:

TYPE: George Washington

When you are required to enter unique information, such as the current date or your name, the instructions appear in *italics*. The following instruction directs you to type your name in place of the actual words: "your name."

TYPE: *your name*

Instructions that use general directions rather than a specific option or command name appear italicized in the regular typeface.

SELECT: *a different font size*

Following a command instruction, the guide often draws your attention to the results of the command, specific screen areas, or general suggestions for using the command.

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## SESSION 1

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# MICROSOFT WORD 2.0: FUNDAMENTALS

Word processing is the most popular application for microcomputers in the workplace. While it was once acceptable to send handwritten correspondence, business professionals now expect to receive word processed documents. This session explores the features and benefits of word processing with microcomputers.

### PREVIEW

*When you have completed this session, you will be able to:*

Describe several features of word processing software.

•

Describe the benefits of Microsoft Windows.

•

Load Windows and start Word for Windows.

•

Describe the parts of the Word screen.

•

Use the Word menu system.

•

Enter text into a document.

•

Edit and erase text in a document.

•

Access the Help facility.

•

Save, close, and retrieve documents.

•

Exit Microsoft Word and Windows.

## SESSION OUTLINE

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- Why Is This Session Important?
- Word Processing with Microcomputers
  - Entering Text
  - Editing Text
  - Formatting
  - Proofing Tools
  - Printing
  - Merging
- The Windows Advantage
- Working with Word for Windows
  - How the Mouse Is Used in Word
  - How the Keyboard Is Used in Word
- Starting Word for Windows
- The Guided Tour
  - Application Window
  - Document Window
  - Menu Bar
  - Tool Bar
  - Ribbon
  - Ruler
  - Status Bar
  - Dialog Box
- Creating a Document
  - Entering Text
  - Deleting Text
  - Word Wrap
- Using the Undo Command
- Getting Help
- Saving and Closing a Document
  - Saving a Document
  - Closing a Document
- Beginning a New Document
- Opening an Existing Document
- Leaving Word for Windows
- Summary
  - Command Summary
- Key Terms
- Exercises
  - Short Answer
  - Hands-On

---

## WHY IS THIS SESSION IMPORTANT?

This guide leads you step-by-step through the most popular word processing program available for Microsoft Windows — Microsoft Word for Windows 2.0. You will initially concentrate on word processing fundamentals and then explore the basic procedures, commands, and utilities required to work effectively with Word for Windows. This session introduces word processing terminology and procedures, and lets you practice creating, saving, and retrieving documents.

Word processing is the most commonly used application for microcomputers and is often cited as the primary reason for purchasing a computer. **Word processing** is the method by which documents are created, edited, formatted, and printed. Some of the more popular word processing software programs include Microsoft Word and WordPerfect. These programs provide not only basic word processing tools, but also publishing capabilities previously limited to commercial typesetters and printers.

For years people created business documents, such as reports, proposals, and general correspondence, using typewriters. Although the process of creating a document on a typewriter is similar to using a word processing software program, the methods for editing documents differ greatly. With a typewriter, any mistakes, omissions, or enhancements in a document require you to retype the entire page. Word processing programs, on the other hand, enable you to store, retrieve, edit, format, and print documents on demand.

A word processing program is more than just a smart typewriter! Some additional features enable you to do the following:

- Emphasize blocks of text in a document with different fonts and styles.
- Justify, indent, and change the line spacing of paragraphs.
- Check the spelling and grammar usage in documents.
- Automatically generate a table of contents and index.
- Print multiple copies of an original document.
- Merge a list of names into a standard letter — one name at a time.

Most word processing software programs contain the features listed above, as well as some advanced features for structuring page layout, inserting and manipulating graphics, and applying different typefaces to text. In the next section, you will explore the fundamentals of word processing using microcomputers.

*Before proceeding, make sure the following are true:*

1. You have access to Microsoft Word for Windows 2.0.
2. Your Advantage Diskette is inserted into drive A:. You will save your work onto the diskette and retrieve files that have been created for you. (Note: The Advantage Diskette can be duplicated by copying all of the files from your instructor's Master Advantage Diskette.)

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## WORD PROCESSING WITH MICROCOMPUTERS

This section describes the basics of working with a word processing software program. Beginning with a general discussion of how to create and edit a document, the section proceeds to more advanced issues, such as merging data lists with documents.

### ENTERING TEXT

A document is created in a word processing program by typing information onto the screen. However, the document is not permanently stored until you explicitly save the document to the hard disk or to a floppy diskette. Saving your work to a disk is similar to photocopying a document and placing it into a filing cabinet. When stored electronically on a disk, a document can be retrieved much faster than from a filing cabinet.

When you begin typing, information is entered into a document at the **cursor** position. The cursor, sometimes called an insertion point in Windows, is displayed on the screen as a flashing underline or vertical bar. The cursor-movement keys and the mouse are used to position the cursor in the document before inserting, deleting, or selecting text.

Text is entered into a document in one of two modes: Insert mode or Typeover mode. **Insert mode** inserts text at the cursor position and pushes existing text to the right. **Typeover mode** inserts text in place of existing text. In most word processing programs, you press the **Insert** key to toggle between the modes.

Novices and experts alike make typing errors when creating a document. As you type, correct errors using the **BackSpace** and **Delete** keys and then retype the desired text. The **BackSpace** key removes text to the left of the cursor on each key press, while the **Delete** key removes text at the cursor. Although these keys are useful for deleting text one character at a time, more efficient methods for deleting blocks of text are introduced later in the guide.

One significant advantage that word processing programs have, compared with typewriters, is a feature called **word wrap**. Word wrap is the process of automatically moving the cursor to the next line when the end of the current line is reached. In other words, you may continuously type without worrying about pressing the carriage return or **Enter** key to advance to the next line. The **Enter** key is used to end paragraphs and insert blank lines in a document.

## EDITING TEXT

Word processing programs have numerous editing features to assist you in making corrections and modifications to existing documents. Two of the most important features involve methods for inserting, deleting, and rearranging text. First, the Insert mode enables you to insert text anywhere in a document. This process works well for inserting a sentence or phrase in the middle of an existing paragraph. Second, the copy and move functions allow you to change the order of paragraphs or sections in a document and limit the need to retype similar information. Some word processing programs even possess sophisticated search and replace capabilities for changing information throughout an entire document. These editing features are often underutilized, and being aware of them is the first step to becoming an efficient user of word processing software.

## FORMATTING

Formatting refers to changing the appearance or position of text in a document. There are four different levels of formatting that may be applied to text.

1. *Character formatting selects typefaces, font sizes, and styles for text.*  
The most common way to emphasize text is to apply boldface, italic, or underline character formatting styles.
2. *Paragraph formatting specifies text alignment, line spacing, indentations, tab settings, and borders.*  
A paragraph can be a single line of text, an entire page of text, or perhaps several pages in a document. Each paragraph may be formatted independently from the rest of the document.
3. *Section formatting inserts page numbers, headers, and footers.*  
When a document is divided into chapters, section formatting commands apply the different headers, footers, and page numbers.
4. *Document formatting specifies the overall page layout.*  
Formatting topics at this level include choosing the paper size, page orientation, and margins.

These formatting options are discussed in detail throughout this guide.

## PROOFING TOOLS

Most word processing programs offer spell-checking capabilities. When you request a spelling check of a document, the word processing program loads a standard spelling dictionary into the computer's memory. Each word in the document is then compared to the words stored in the dictionary. If no match is found, the **spelling checker** typically marks the word and suggests a list of correctly spelled words. At this point, you can type a new word, accept a word from the presented list, or keep your original word. Many programs also offer the ability to create custom dictionaries for storing proper names, terminology, and abbreviations.

Another writing tool commonly found in word processing programs is the electronic **thesaurus**. A thesaurus provides a list of synonyms for a given word or phrase. As with the spelling checker, you can either type a new word, accept a word from the presented list of synonyms, or keep your original word.



Word for Windows is one of the first word processing software programs to incorporate a full-featured grammar checker. The **Grammar Checker** analyzes punctuation, sentence structure, and word usage. You can choose the intensity of analysis based on rules from two different writing styles: business or casual writing. When its analysis is complete, the Grammar Checker displays summary statistics on readability and assigns your document a grade level for comparison with your audience's education level.

## PRINTING

After you have created, edited, formatted, and proofed a document, you send the document to the printer. Before performing this step, you should make sure that the printer cable is connected, paper is available, and the printer is on-line. To verify that a printer is on-line, make sure that the LED light on the front panel, beside the words *On-line* or *Ready*, is lit.

When you send a document to the printer, you can specify options for printing more than one copy of the document or limiting the print selection to certain pages. Therefore, you can modify a section of a document and then print only those pages affected by the change. Most word processing programs also allow you to preview a document in a full-page mode before sending it to the printer. Besides saving trees, this feature allows you to see the effects of formatting changes without having to print the document.

## MERGING

One of the most powerful features of word processing software is the ability to merge names and addresses into standard documents for printing. This process, called **mail merge**, allows you to create a single document and then print personalized copies of the document for numerous recipients. However, mail merge activities are not limited to producing form letters. Merging can be used to print a batch of invoices, contract letters, legal documents, or proposals. The merging process is covered in Session 5 of this guide.