

Second Edition



On Demand
Interactive Learning

learn

Word 97,
Second Edition

Robert L. Ferrett

John Preston

Sally Preston

QUE
E&T

Learn Word 97, Second Edition

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Preface

Que Education and Training is the educational publishing imprint of Macmillan Computer Publishing, the world's leading computer book publisher. Macmillan Computer Publishing books have taught more than 20 million people how to be productive with their computers.

This expertise in producing high-quality computer tutorial and reference books is evident in every Que Education and Training title we publish. The same tried-and-true writing and product-development process that makes Macmillan Computer Publishing books bestsellers is used to ensure that educational materials from Que Education and Training provide the most accurate and up-to-date information. Experienced and respected computer application experts write and review every manuscript to provide class-tested pedagogy. Quality assurance editors check every keystroke and command in Que Education and Training books to ensure that instructions are clear, accurate, and precise.

Above all, Macmillan Computer Publishing and, in turn, Que Education and Training, have years of experience in meeting the learning demands of students across all disciplines.

Philosophy of the Learn Series

The Learn Series has been designed for students who need to master the basics of a particular software program quickly. The books are visual in nature to help students master the basics easily. Most steps are accompanied by figures that show the results of the steps. Visual cues are given in the form of highlights and callouts to help direct students to the location in the window that is being used in a particular step. Explanatory text is minimized in the actual steps but is included when appropriate in additional pedagogical elements. Every lesson includes reinforcement exercises to give students a chance to practice their skills immediately.

Structure of a Learn Series Book

Each of the books in the Learn series is structured in the same way for the sake of consistency. The following elements are included in each book.

Introduction

Each book has an introduction designed to provide students with an overview of what they will be learning. This consists of an introduction to the series (how to use this book), a brief introduction to the Windows 95 operating system, and an introduction to the software.

Lesson Introduction

The introduction to each lesson includes a lesson number, title, and a brief introduction to the topics covered in the lesson.

Task Introduction

All tasks included in the lesson are listed on the opening page of each lesson to give students a road map. Each task is explained in a section at the beginning of the task.

Completed Project

A screen capture or printout of the results of the lesson is included at the beginning of the lesson to provide an example of what is accomplished in the lesson.

"Why would I do this?"

At the beginning of each task is a "Why would I do this?" section, which is a short explanation of the relevance of the task. This section illustrates why a particular element of the software is important and how it can be used effectively.

Figures

Steps have accompanying figures, which are placed to the right or left of the steps. The figures show what the result of the steps will be. The figures provide the reader with visual reinforcement of the task at hand, and also highlight buttons, menu choices, and other screen elements used in the task.

Pedagogical Elements

Three recurring elements are found in the Preston Ferrett Learn series:



In Depth: Detailed look at a topic or procedure or another way of doing something.



Quick Tip: Faster or more efficient way of doing something.



Pothole: Area where trouble may be encountered, along with instructions on how to recover from and/or avoid these mistakes.

Glossary

New words or concepts are printed in *italic* the first time they are presented. Definitions of these words or phrases are included in the glossary at the back of the book.

End-of-Lesson Material

The end-of-lesson material includes Student and Application Exercises. The Student Exercises consist of the following:

True/False questions. Ten True/False questions enable students to test their understanding of the new material in the lesson.

Visual Identification. A captured screen or screens offer students the opportunity to test their familiarity with various screen elements introduced in the lesson.

Matching. Ten Matching questions are included to give students a chance to assess their familiarity with concepts and procedures introduced in the lesson.

Application Exercises, included at the end of each lesson, consist of three to five exercises that provide practice in the skills introduced in the tasks. These exercises generally follow the sequence of the tasks in the lesson. Each exercise usually builds on the previous exercise, so it is a good idea to do them in the order in which they are presented.

Student Data Files

To access the student data files that accompany this book, click on the CD-ROM drive in Windows Explorer or My Computer. The files are arranged by lesson number within the **Student** folder. To open **Less0401**, for example, follow these steps:

- 1 Double-click the CD-ROM drive from Windows Explorer.
- 2 Double-click the **Lesson04** folder.
- 3 Double-click on **Less0401**. Word will launch and display **Less0401**.

Annotated Instructor's Edition

If you have adopted this text for use in a college classroom, you will receive, upon request, an Annotated Instructor's Edition (AIE) at no additional charge. The Annotated Instructor's Edition is a comprehensive teaching tool that contains the student text with margin notes and tips for instructors and students. The AIE also contains suggested curriculum guides for courses of varying lengths, answers to the end-of-chapter material, test questions and answers, and PowerPoint slides. Data files and solutions for each tutorial and exercise, along with a PowerPoint presentation, are included on disc with the AIE. Please contact your local representative or write to us on school or business letterhead at Macmillan Computer Publishing, 201 West 103rd Street, Indianapolis, IN 46290-1097, Attention: Que Education and Training Sales Support.

Managing Files with Windows Explorer

Throughout most of this book, you work in the Microsoft Word program. At times, however, you are asked to find, retrieve, and rename files on your data disc or a hard disk. This review helps you manage files. It shows how to do so using the Windows Explorer, although all these procedures can also be accomplished using My Computer. Use whichever method is most comfortable for you.

Launch the Windows Explorer

You can usually perform any operation in Windows 95 or in Microsoft applications in two or three ways. Many people place a Windows Explorer (not to be confused with the Internet Explorer!) icon on the Windows desktop. If this icon is available, double-click it. Windows Explorer is launched.

If the icon does not exist, move to the taskbar at the bottom of the screen. The taskbar contains the Start button, any open applications, and the time. The taskbar may appear at the bottom of the screen, or it may be hidden. If it is hidden, move the pointer to the bottom of the screen and it should pop up.

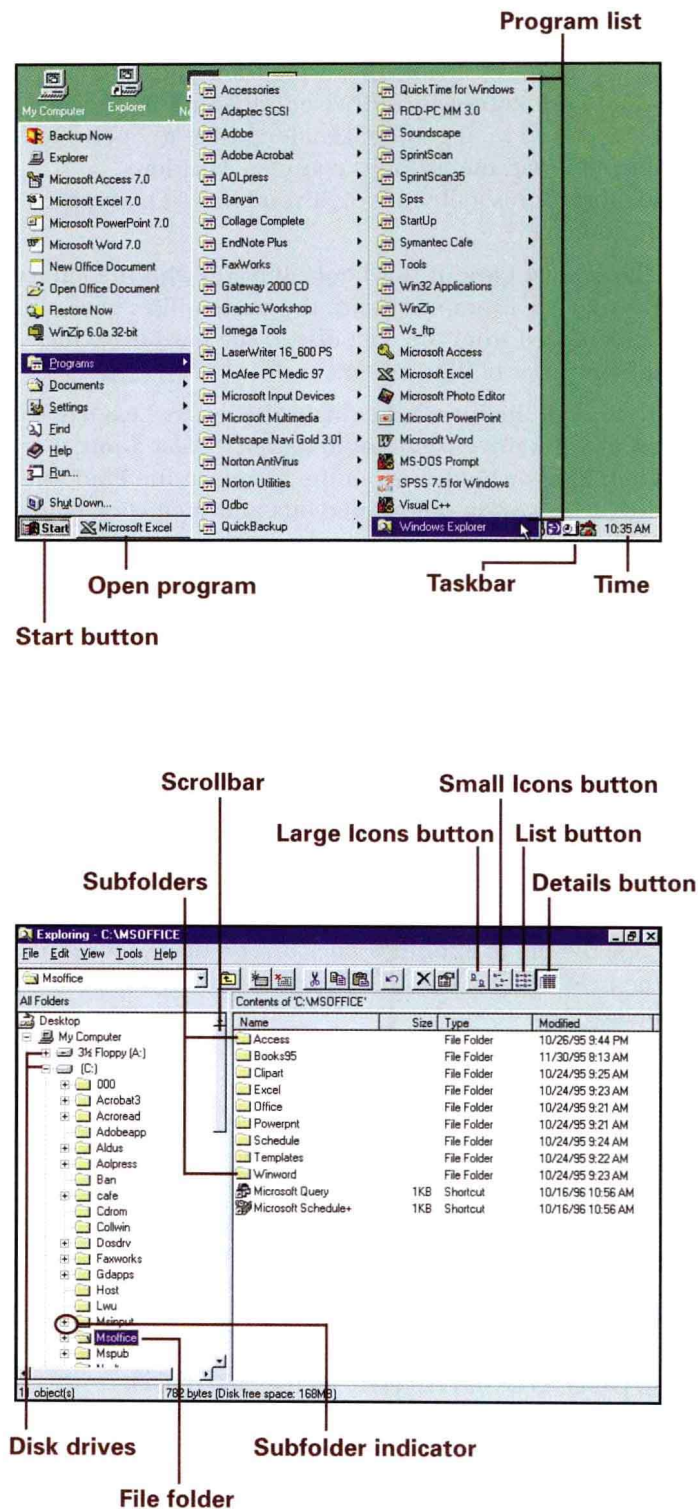
Click the **Start** button and move the pointer to the **Programs** option. A list of available programs is displayed. Your list of programs will be different from the one shown. Windows Explorer is at or near the end of the list. Launch **Windows Explorer** by moving the pointer over it and clicking the left mouse button.

Navigate the Drives and Folders

Windows Explorer is divided into two windows. The window on the left side, labeled All Folders, displays icons for each disk drive that is accessible from your computer. Folders may be within folders to make up several layers of files. If additional folders (subfolders) are available, a plus sign (+) is placed to the left of the icon.

The All Folders section gives you an overview of the relationship between these layers, whereas the Contents window on the right displays the details of the selected drive or folder. You can choose to show details of the files and folders or show the files and folders as icons by clicking buttons on the toolbar. Your Windows Explorer screen will look much different from the one shown, but it will contain the same elements.

To move to another disk drive, click once on the disk drive icon, such as 3 1/2 Floppy (A:). To open a file folder, double-click the Folder icon. Doing so opens the folder and displays the contents in the right-hand window.



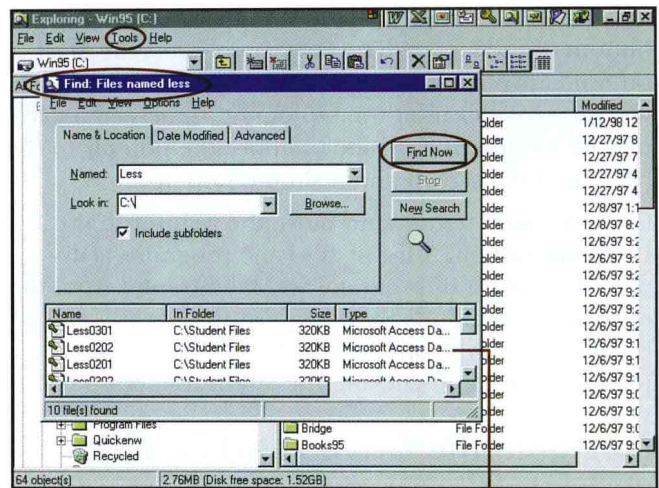
Find Files

Disk drives are capable of storing thousands of files. If you do not know which drive and folder a particular file is stored in, it could take a long time to open each one and read the list of its contents. Windows Explorer finds a file for you if you know at least part of its name.

The project files for this book all begin with the letters **Less**. In the example shown, the student files have been moved from the data disc to the hard drive for the purposes of illustration.

To find all the files that contain the letters **Less**, click on the disk drive you want to search. Select **Tools**, **Find**, **Files or Folders** from the menu. In the **Find** window, type **Less** in the **Named** box and then click **Find Now**. All the files and file folders with those letters are listed in the bottom of the **Find** window.

After you have found a list of files, click the file you want. The location of the file is shown to the right of the filename in the **In Folder** column.



List of files found

Make Copies of Existing Files

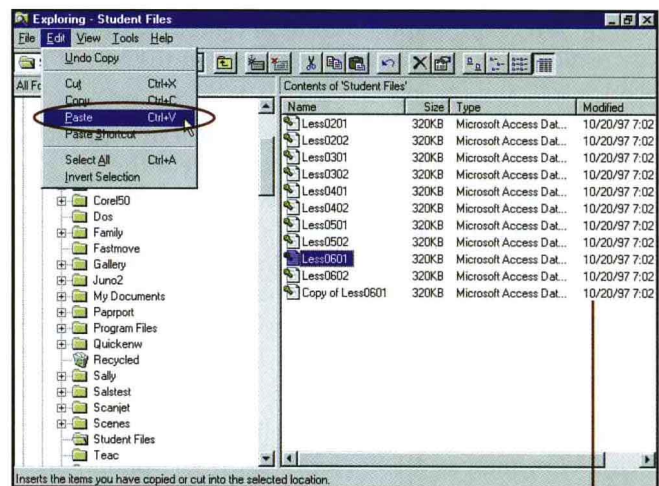
After you have found the location of the file you need, go to the folder containing the file. Click once on the file to highlight it. Choose **Edit**, **Copy** from the menu, and then choose **Edit**, **Paste**. This puts a copy of the file in the same location as the original. If you want to copy the file to another folder or disk drive, move to the new location before you perform the Paste command.

Rename Files

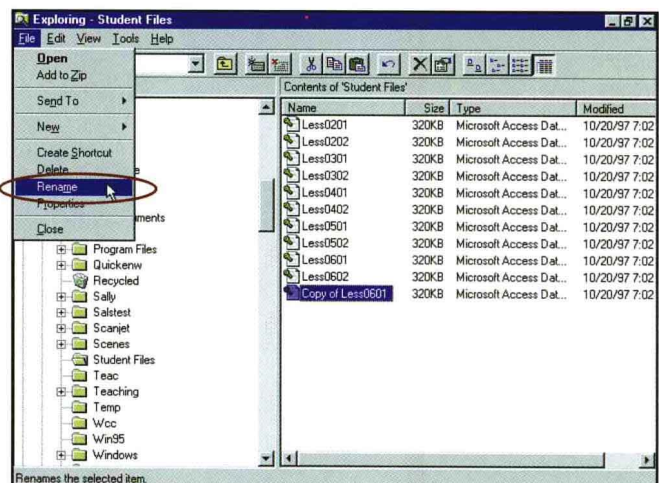
When you have made a copy of a file and pasted it into the desired location, you will often want to rename it. To rename a file, click it and then choose **File**, **Rename**. The filename is highlighted. At this point, you can simply type a new name, or you can put the cursor in the filename and edit it as you would edit text in a word processor.

Open Documents and Launch Associated Applications Automatically

You can open a file in two ways. The first is to run the application (such as PowerPoint) and then use the **File**, **Open** commands from the menu. The second is to locate the file in Windows Explorer or My Computer and double-click on the filename.



Copy of file



Introduction to Word

Microsoft Word is a word processing application program. A word processing program allows you to enter text and then change it by editing existing text, moving blocks of text, or changing the appearance of the letters. The document is stored electronically, so it can be duplicated, printed, copied, and shared with others more conveniently than paper documents.

How Word Processors Work

The computer screen is used to represent a page of paper. In Word, you can choose to work in a simulated page, called Page Layout view, that shows the page with its edges, margins and any headers, footers, or automatic page numbers. This view uses an inch or so at each side to display the margins, so the available space for viewing each line is reduced. For this reason, most people work in the Normal view, which utilizes the full width of the screen for displaying text.

When you type on the keyboard, your text appears on the screen. A vertical, flashing line indicates the insertion point so that you can tell where your text will go when you start to type. A short, horizontal line marks the end of the existing text. When you are typing and reach the end of a line, just continue to type. The program decides whether the last word will fit. If it will not, it moves down to the next line. You press the **Enter** key when you get to the end of a paragraph or when you want to create empty lines to add extra space between paragraphs.

If you want to add words anywhere in an existing paragraph, move the insertion point to the desired location and start typing. The text that comes after your new text moves down the page automatically. The program determines where each new line of the paragraph will end and makes all the necessary adjustments to the paragraph. You can move the insertion point by using the four arrow keys on the keyboard or by moving the

mouse pointer to the desired location and clicking the left mouse button one time.

To replace, move, delete, or enhance text, you need to select it first. After it is selected, you can press **Del** on the keyboard to delete it, or you can choose any of several buttons on the toolbar to change the size, color, alignment, font style, or any number of other text characteristics.

Word has many additional features that you can use for special purposes. It is not necessary for you to learn them all. After you have mastered the basics, you can add the skills that are most useful in your pursuits.

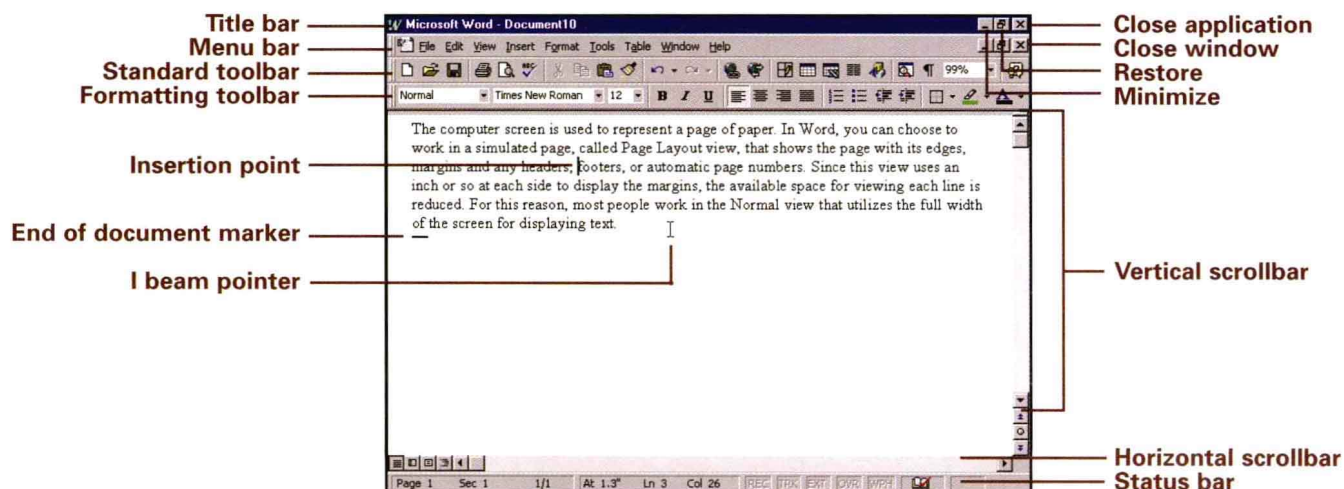
How to Identify Parts of the Word Window

You can use two methods to quickly identify parts of the Word screen. They are ScreenTips and What's This?. A ScreenTip appears if you place the pointer on a toolbar button and leave it there for a moment. The ScreenTip displays the name of the button. (If this feature does not work on your computer, you can turn it on by selecting **Tools, Customize** from the menu. Then click the **Options** tab and click the **Show ScreenTips on toolbars** check box.)

If you would like a more detailed description, you may choose **Help, What's This?** from the menu. After you select this help option, the pointer has a question mark attached to it until you click on part of the screen, at which time a more detailed paragraph describing the function of the object you clicked appears.

Parts of the Word Window

The Word window has several components that you will learn how to use in this book. For a brief overview of the layout of the window and its parts, see the accompanying figure.



How to Launch Word

The Word program may be initiated (launched) in several ways. When the Word program was installed on your computer, its name was added to the list of programs that may be found when you click the **Start** button on the Windows taskbar and then click **Programs**. The Word program may be listed by itself, or you may have to open a folder, such as Microsoft Office, to find the icon that represents the program. When you find it, click on it and the program launches. There may be other shortcut methods of launching Word on your computer, but this method is the one that will work on most machines.

You can launch Word in several faster ways. It is possible to add the Word program icon to the list of commonly used programs that appears immediately when you click **Start**. The Word icon could be placed on the desktop, or it could be part of a small toolbar at the top of the screen. In general, if you see the Word icon, you can click or double-click on it to launch Word.

If you are using the Windows Explorer or My Computer program to search for files, you may notice that the Word files have a small Word icon displayed next to their names. When this is the case, you can double-click on the filename. Word launches automatically and then opens the file as well.

Exit Word

When you are done with the Word program, you should close it before you turn off the computer. To do this, you can click the **Close** button on the title bar. If you have not saved your most recent changes, you are asked if you want to do so before the program closes. You may also close Word by using the **File** and **Close** options from the menu.

The Concept of This Book

This book is designed for students who are new to Word and would like to know how to use it in real-life applications. The authors have combined their many years of business experience and classroom teaching to provide a basic step-by-step approach that leads to the development of skills advanced enough to be useful in the workplace. We have designed the book so that you will be successful immediately and will create a useful document in the first lesson. In the lessons that follow, you will learn how to edit the document, add tables, check spelling and grammar, add clip art, and integrate Word with other programs. (Do not close your document at the end of each task. Do close your document and Word after each lesson.) Finally, we recognize that few people can remember everything that they learn in class, so we conclude the book by showing you how to get help from the online manuals, from the Internet, and from additional textbooks.

Welcome to the Learn On-Demand Series

Congratulations on choosing the most innovative interactive learning product available for today's software applications: the Learn On-Demand Series by Que Education and Training.

Learn On-Demand is unique in that it allows you to learn while you work. Learn On-Demand users gain a well-rounded knowledge of software functionality—complete with conceptual understanding and hands-on experience—by learning how to use a program in both a simulated environment and with “live” data. The down-time often associated with off-site or classroom learning can be virtually eliminated because of Learn On-Demand's capability to allow students to learn while they work.

System Requirements

Learn On-Demand uses advanced multimedia technology to deliver training in a network or standalone environment efficiently. The minimum system requirements for Learn On-Demand are as follows:

- An IBM-compatible PC with a minimum of 486SX CPU
- 8MB RAM (16MB recommended)
- Microsoft Windows 95
- Microsoft Office 97
- VGA display adapter and monitor (640×480 or better)
- Two-button mouse
- Audio sound card (optional, but recommended)
- 4x speed or faster CD-ROM



Pothole: A CD-ROM is not required to access Learn On-Demand from a network server, but it is required to complete the installation process.

Hard disk space requirements for Learn On-Demand vary according to your system configuration and the Learn On-Demand titles you are going to install. You can use the following table to determine how much disk space Learn On-Demand requires in your environment.

FILE TYPES	ESTIMATED HARD DISK SPACE REQUIREMENTS
Learn On-Demand program files	2MB
Application support files	1MB per application
<i>Content files</i> (for example, graphics and lesson files)	3.5MB per Lesson
Sound files	20–25MB (optional)

If you want to access Learn On-Demand's audio content on a standalone computer, you can run sound files directly from the CD-ROM. For network distribution, the sound files must be installed on a server. Sound files average 20–25MB per module.

Working with the Files from the CD-ROM

If you are working on a computer in a lab, verify that you can save the files to the hard drive. Some schools and universities do not allow you to save files to the computers in the computer labs. If the files have been installed on a network or by a lab assistant, your instructor will inform you where the files are located.

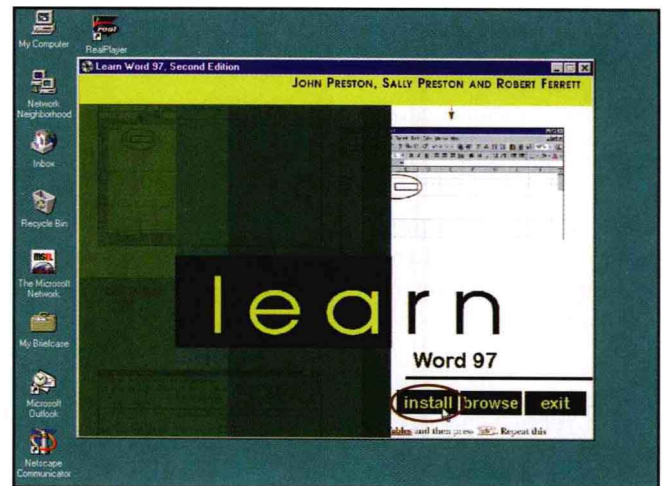
After inserting the CD-ROM, an installation screen will appear. The screen has three options:

- **Install**—This option gives you the option to install the student data files that accompany the text and the Learn On-Demand software.
- **Browse**—This option opens Windows Explorer and displays the contents of the CD-ROM. This is one option you can use to access the student data files directly from the CD-ROM.
- **Exit**—This option closes the installation window and returns you to the Windows desktop.

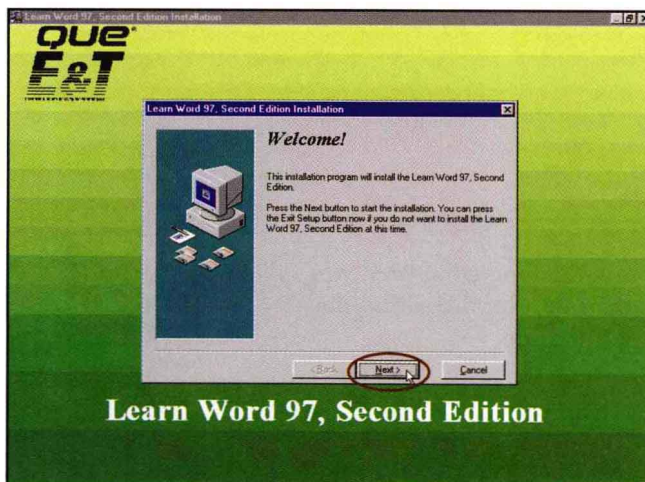
Installing the Files to Your Hard Drive

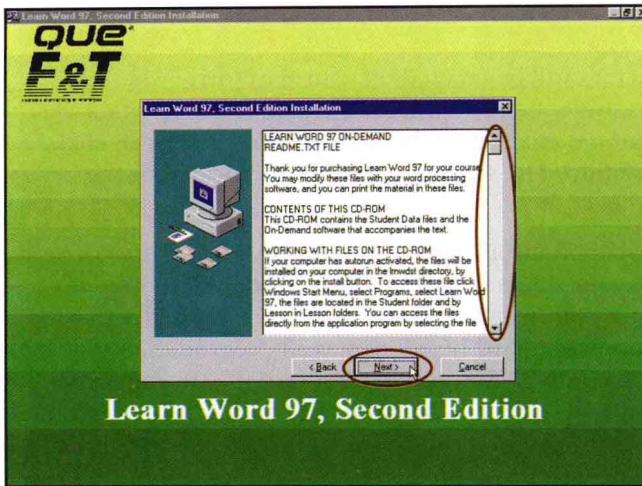
If you have been instructed to install the files on a lab computer or if you are installing them on your home computer, follow these steps:

- 1 From the installation screen, click the **Install** button.



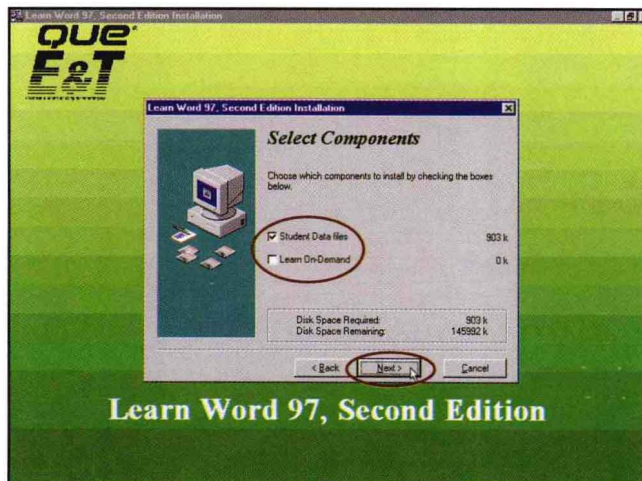
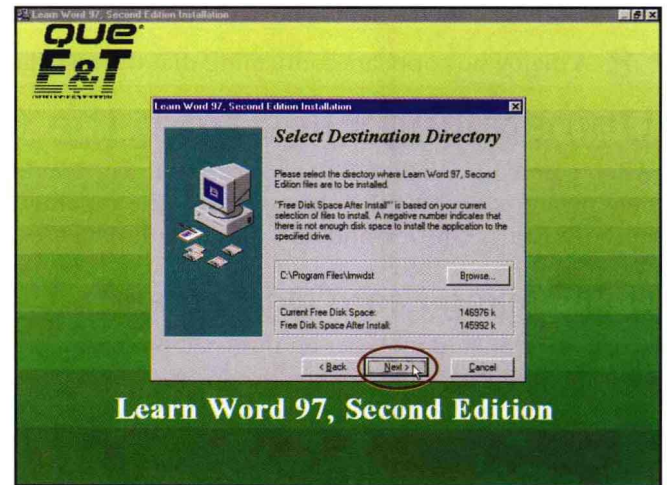
- 2 The **Welcome** dialog box is displayed. Click the **Next** button.





- 3 The Readme.txt appears. The Readme.txt gives you important information regarding the installation. Make sure you use the scrollbar to view the entire Readme.txt file. When you are finished reading the Readme.txt, click the **Next** button.

- 4 The Select Destination Directory is displayed. This option applies only to the student data files. If you install Learn On-Demand, you will see a similar screen during that installation. Unless instructed otherwise by your instructor, the default location is recommended. Click **Next**.



- 5 The Select Components screen opens. The default for this screen is to install only the student data files. To override the default, click on the check box beside each option. You can choose to install either one or both of the components listed. Select the components you want to install and click the **Next** button.

- 6 The Ready to Install screen appears. Click **Next** to begin the installation.

7 The components you selected will be installed.

- If you choose to install the student data files, a directory will be created on your hard drive where the student files will be installed. The installation of the student data files allows you to access the data files from the **Start** menu programs. To access the student data files from the **Start** menu, click **Start**, click **Programs**, and then click **Learn Word 97, Second Edition**. The student data files are located in the Student folder and arranged by lesson.
- If you choose to install the On-Demand software, a second installation program runs within the current installation. Follow the directions as they appear on your screen. You have three installation options: Minimal Install, Standard Install, and Full Install. Minimal Install copies the basic program files to your computer, but requires the CD for graphics and sound. Standard Install copies all program files to your computer, but requires the CD for sound. Full Install copies all program and sound files to your computer. If you accept the default directory\folder to install Learn On-Demand, all Learn On-Demand files are placed in \Learn\Ondemand. If you choose another location to install Learn On-Demand, all the files are copied to the directory\folder you specify. Files are not copied to any other location during the install. Learn On-Demand appears automatically in the Start menu programs after installation. The Learn On-Demand shortcut appears in the item's submenu.

8 A dialog box appears confirming that the installation is complete.

Uninstalling Files from the CD

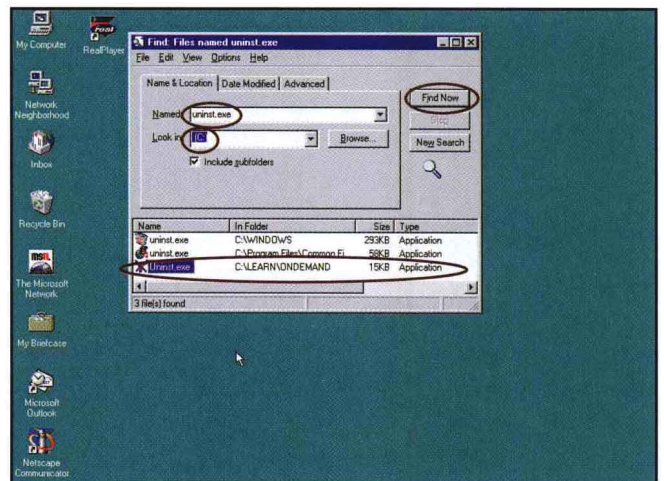
When you have completed the course, you may decide you don't need Learn On-Demand or the student data files anymore. If that's the case, you have the capability to uninstall them. This section covers the uninstall process for both Learn On-Demand and the student data files.

Uninstalling Learn On-Demand

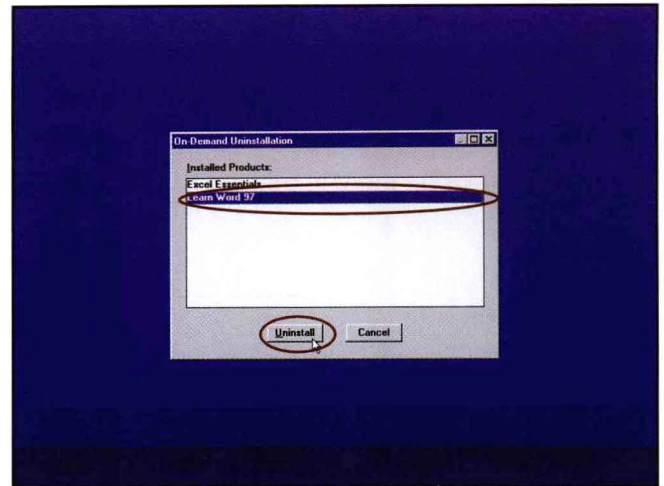
Learn On-Demand includes an uninstall program. You can use this program to remove specific titles from Learn On-Demand. If all titles are removed from Learn On-Demand, most program files will also be removed from your computer, as well as the shortcuts from the Programs submenu; however, the \Learn\Ondemand directory structure where Learn On-Demand was originally installed will still exist.

Use the following procedure to uninstall a title from Learn On-Demand:

- 1 Click **Start**.
- 2 Click **Find**.
- 3 Click **Files or Folders**.
- 4 In the **Named** text box, type **Uninst.exe**.
- 5 In the **Look in** box, type the drive where Learn On-Demand is installed.
- 6 Click the **Find Now** button.
- 7 When the file is displayed in the results list, double-click **Uninst.exe** that is located in the Learn\On-Demand folder.



- 8 From the **On-Demand Uninstallation** dialog box, select the title you want to uninstall and click the **Uninstall** button.



Uninstalling the Student Data Files

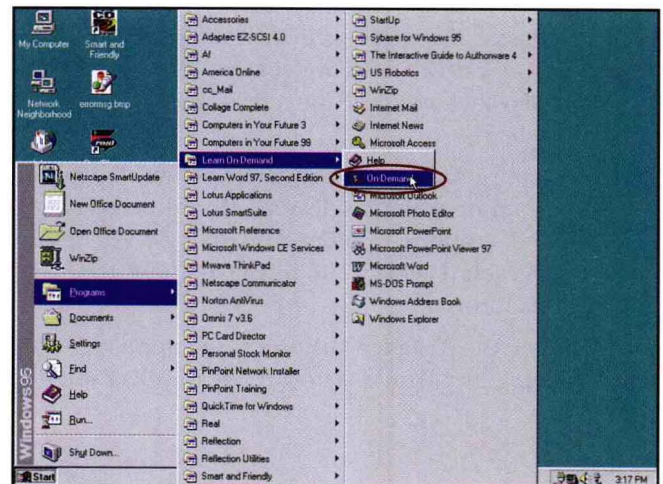
There is also a program to uninstall the student data files. The following steps walk you through the process:

- 1 Click on the **Start** menu and then click **Programs**.
- 2 Click **Learn Word 97, Second Edition**.
- 3 Click **Uninstall Learn Word 97, Second Edition**.
- 4 Click one of the Uninstall methods listed:
 - Automatic—This method deletes all files in the directory and all shortcuts created.
 - Custom—This method allows you to select the files you want to delete.
- 5 Click **Next**.
- 6 The **Perform Uninstall** dialog box appears. Click **Finish**. The Student data files and directories will be deleted.

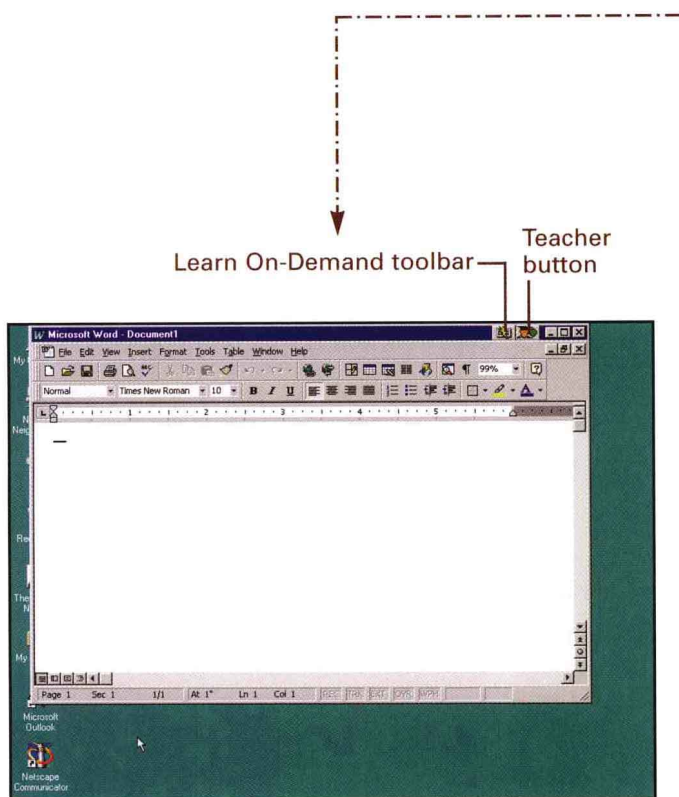
Starting Learn On-Demand

To start Learn On-Demand, do the following:

- 1 From the Taskbar, click the **Start** menu. The **Start** menu appears.
- 2 Click **Programs**. The **Programs** menu appears.
- 3 Click the **Learn On-Demand** program group. The **Learn On-Demand** sub-menu appears.



- 4 Click **On-Demand**. The Learn On-Demand toolbar floats on the Windows desktop.



- 5 The Teacher button appears when you are in an application for which you have a Learn On-Demand title installed. At this point, you need to open Word.
- 6 The Learn On-Demand toolbar appears on the application title bar.

Using Learn On-Demand

Through interactive training, Learn On-Demand teaches students how to use a software program's features to complete tasks. This process makes students more productive because they can get the training they need when they need it. Specific tasks are covered in *topics*. You can learn about a topic using any of the four Learn On-Demand playback modes: Concept, Concurrent, Teacher, or Demo. These modes are individually covered later in this tutorial.

The **Interactive Training—Lesson Selection** dialog box is the central location from which you can find and view available training modules, lessons, and topics. From this location, you can launch a desired topic in any of Learn On-Demand's training modes. The dialog box contains three tabbed pages: **Contents**, **Search**, and **Topics for**. The purpose of each page is to help you view and locate training relevant to your specific needs, which are reviewed later in this tutorial.



Click the **Teacher** button on the application title bar to open the **Interactive Training—Lesson Selection** dialog box. You are now ready to select the desired topic and training mode.