

MICROSOFT® WORD 97 FOR WINDOWS®

Hutchinson / Coulthard



VANTAGE SERIES *for* **COMPUTER EDUCATION**

Microsoft® Word 97 for Windows®

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THE IRWIN/MCGRAW-HILL ADVANTAGE SERIES FOR COMPUTER EDUCATION

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MICROSOFT® WORD 97 for WINDOWS®

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WELCOME TO THE IRWIN ADVANTAGE SERIES

The Irwin Advantage Series has evolved over the years to become one of the most respected resources for software training in the world—to date, over 200,000 students have used one or more of our learning guides. Our instructional methodologies are proven to optimize the student's ability to learn, yet we continually seek ways to improve on our products and approach. To this end, all of our learning guides are classroom tested and critically reviewed by dozens of learners, teachers, and software training experts. We're glad you have chosen the Irwin Advantage Series!

KEY FEATURES

The following features are incorporated into the new Microsoft Office 97 student learning guides to ensure that your learning experience is as productive and enjoyable as possible:

CASE STUDIES

Each session begins with a real-world **case study** that introduces you to a fictitious person or company and describes their immediate problem or opportunity. Throughout the session, you obtain the knowledge and skills necessary to meet these challenges. At the end of the session, you are given an opportunity to solve **case problems** directly related to the case scenario.

CONCEPTS, SKILLS AND PROCEDURES

Each learning guide organizes and presents its content in logically structured session topics. Commands and procedures are introduced using **hands-on examples in a step-by-step format**, and students are encouraged to perform the steps along with the guide. These examples are clearly identified by the text design.

PERFORM THE FOLLOWING STEPS

Using this new design feature, the step progression for all hands-on examples and exercises are clearly identified. Students will find it surprisingly easy to follow the logical sequence of keystrokes and mouse clicks. No longer do you have to worry about missing a step!

END OF SESSION EXERCISES

Each session concludes with **short answer questions** and **hands-on exercises**. These comprehensive and meaningful exercises are integrated with the session's objectives; they were not added as an afterthought. They serve to provide students with opportunities to practice the session material. For maximum benefit, students should complete all the exercises at the end of each session.

IN ADDITION BOXES

These content boxes are placed strategically throughout the guide and provide information on related topics that are beyond the scope of the current discussion. For example, there are three typical categories that are visually identified by the following icons:



Integration

The key to productive and efficient use of Office 97 is in the integration features for sharing data among the applications. With a few mouse clicks, for example, you can create a PowerPoint presentation from a Word document, copy an Access database into an Excel workbook, and incorporate professional Office Art into your annual report. Under this heading, you will find methods for sharing information among the Microsoft Office 97 applications.



Advanced

In a 200+-page learning guide, there are bound to be features that are important but beyond the scope of the text. Therefore, we call attention to these features and offer suggestions on how to apply techniques or to search for more information.



Internet

The Internet is fast becoming a standard tool for gathering and exchanging information. Office 97 provides a high level of Internet connectivity, allowing the user to draw upon its vast resources and even publish documents directly on the World Wide Web. Although not every student will have a persistent Internet connection, you can review the content under this heading to learn about Office's Internet features.

Real life situations
introduce the topics

CASE STUDY

THE RIVER REPORT

The *River Report* is a weekly publication that provides news reports, announcements, and general interest stories for the Sacramento River region. Linda James, a graduate of Stanford's journalism program, has just accepted the position of editor for the small-town newspaper. In her new position, Linda is responsible for identifying leads, editing articles written by her reporters, and, most importantly, getting the paper out every Friday.

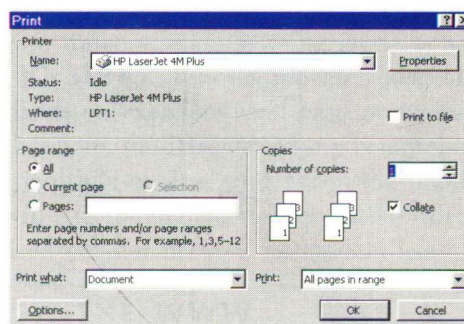
Her new office is well-appointed with a large oak desk and a new Pentium™ computer system. On the computer screen, her predecessor, Hank Leary, left the following message:

Linda, welcome! Just so you know, the reporters will be submitting their articles on disk for you to edit and print using Microsoft Word. They should have their articles in to you each week by 7:00 P.M. on Wednesday. You have all day Thursday to edit and proof their work. The articles must be sent to Production by 7:00 P.M. on Thursday to meet the deadline. Hope all goes well. Hank.

Linda feels a swelling anxiety overcome her. It's already Wednesday afternoon and, although she has used Microsoft Word before, she has never performed the types of editing tasks that will be required of her to edit and proof these articles. She only has a few short hours to become skilled at editing articles using her fancy new computer!

In this session, you and Linda will learn how to copy and move text within a document, search for and replace text, and use Word's proofing tools.

FIGURE 4.20
PRINT DIALOG BOX



Large figures guide
learning



**Perform
the
following
steps . . .**

Easy to read and
identify step-by-step
instructions

1. To print the "Footer Exercise" document:
CLICK: Print button (🖨️)
You will see a small printer icon appear in the Status bar as the document is sent to the printer. If you wanted to cancel the print job (which you don't in this exercise), you could double-click this printer icon or press **ESC**.
2. Close all the documents in the document area.

QUICK REFERENCE

Printing a Document

1. **CLICK:** Print button (🖨️)
2. **Select the number of copies to print, and specify whether to print certain pages or the entire document.**
3. **PRESS:** **ENTER** or **CLICK:** **OK**

IN ADDITION CREATING A POWERPOINT SLIDE SHOW FROM A WORD DOCUMENT



In Addition boxes
expand on topics

Don't think that you're limited to a printer when outputting your Word documents. For example, you can easily output your Word document to PowerPoint which can turn it into a slide presentation. PowerPoint creates slides based on the heading styles you've used in your document. A *heading style* is formatting that you apply to a heading. Word comes with nine different heading styles, labeled Heading 1 through Heading 9. (In Word, you select styles from the Style menu on the Formatting toolbar.) The title of each slide is created from text formatted with the Heading 1 style, the next level of text on each slide is created from text formatted with the Heading 2 style, and so on.

To create a PowerPoint presentation from a Word outline:

1. Open the document in Word for which you want to create a PowerPoint presentation.
2. **CHOOSE:** File, Send To
3. **CHOOSE:** Microsoft PowerPoint

For more information, choose Help, Contents and Index. Click the *Contents* tab and select the "Sharing Information with Other Users and Applications" topic. Then explore the "Sharing Text, Data, and Graphics" topic.

Students practice with
real life projects

CASE PROBLEMS**THE RIVER REPORT**

(Note: In the following case problems, assume the role of the primary characters and perform the same steps that they identify. You may want to re-read the session opening.)

1. Linda's first task as editor for the *River Report* is to edit a short article written about a big bass caught in the Sacramento River. Billy Joe Quaker, the staff reporter, left the following note on her desk:

Dear Ms. James, I saved the bass article as "Bass" in the Advantage Files location. The article was written using Microsoft Word for Windows. If you need me, I'll be at Chatterbox Falls covering the kayaking race. Bye for now, BJQ.

Upon reviewing Billy Joe's article, Linda decides that some of the sentences should be positioned differently and that the spelling and grammar must be checked. When finished, she saves the document to her Data Files location and then prints it for inclusion in the Sports section.

TEXT SUPPLEMENTS

ADVANTAGE FILES

Certain hands-on examples and exercises are marked with a disk icon, indicating the need to retrieve a document file from the **Advantage Files location**. These document files may be provided to you in a number of ways: packaged on a diskette accompanying this text, or on the computer network at your school. You may also download the files from the **Advantage Online** Web site (<http://www.irwin.com/cit/adv>). *These documents files are extremely important to your success.* Check with your instructor or lab advisor for details on how to acquire the Advantage Files.

In addition to identifying the Advantage Files location, you will also need to specify a **Data Files location**. This location is used to save the documents that you create and may either be a blank diskette or a folder on the network server. Again, your instructor or lab advisor will specify the proper locations. More information on the file locations and the proper techniques for retrieving and saving information is provided inside the back cover of this book.

CD-ROM INTERACTIVE TUTORIALS

In addition to using this book, you may have access to our *Advantage Interactive* software. These interactive multimedia tutorials are fully integrated with the material from each session and make effective use of video clips, screen demonstrations, hands-on exercises, and quizzes. You will enjoy the opportunity to explore these tutorials and learn the software at your own pace. For ordering information, please refer to the coupon inside the front cover.

INSTRUCTOR'S RESOURCE KIT

For instructors and software trainers, each learning guide is accompanied by an **Instructor's Resource Kit (IRK)**. This kit provides suggested answers to the short-answer questions, hands-on exercises, and case problems appearing at the end of each session. Furthermore, the IRK includes a comprehensive test bank of additional short-answer, multiple-choice, and fill-in-the-blank questions, plus hands-on exercises. You will also find a diskette copy of the Advantage Files which may be duplicated or placed on your network for student use.

SUPPORT THROUGH THE WWW

The Internet, and more specifically the World Wide Web, is an important component in our approach to software instruction for the Office 97 application series. The **Advantage Online** site at <http://www.irwin.com/cit/adv> is a tremendous resource for all users, providing information on the latest software and learning guide releases, download options for the Advantage Files, and supplemental files for the Instructor Resource Kits. We also introduce new methods for you to communicate with the authors, publisher, and other users of the series. As a dynamic venture, *Advantage Online* will evolve and improve over time. Please visit us to see the latest developments and contribute your valuable feedback.

NETWORK TESTING

Evaluation and assessment are important components of any instructional series. We are committed to providing quality alternatives to traditional testing instruments. With our Irwin Network Test Interactive software, instructors can select questions, create and administer tests, and then calculate grades—all on-line! Visit the *Advantage Online* site for more information on how we are progressing in this exciting area.

BEFORE YOU BEGIN

As with any software instruction guide, there are standard conventions that we use to indicate menu options, keystroke combinations, and command instructions.

MENU INSTRUCTIONS

In Office 97, all Menu bar options and pull-down menu commands have an underlined or highlighted 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. Notice also that the word "CHOOSE" is always used for menu commands. 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 in this guide.

KEYSTROKES AND KEYSTROKE COMBINATIONS

When two keys must be pressed together, the tutorial's instruction line shows the keys joined with a plus (+) sign. For example, you can execute a Copy command in Windows by holding down **CTRL** and then pressing the letter **C**.

The instruction for this type of keystroke combination follows:

PRESS: **CTRL**+**C**

COMMAND INSTRUCTIONS

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

TYPE: **Income Statement**

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

TYPE: *your name*

ACKNOWLEDGMENTS

This series of learning guides is the direct result of the teamwork and heart of many people. We sincerely thank the reviewers, instructors, and students who have shared their comments and suggestions with us over the past few years. We do read them! With this valuable feedback, our guides have evolved into the product you see before you. We also appreciate the efforts of the instructors and students at Okanagan University College who classroom tested our guides to ensure accuracy, relevancy, and completeness.

We also give many thanks to Garrett Glanz, Kristin Hepburn and Tom Casson from Irwin for their skillful management of this text. In fact, special recognition goes to all of the individuals mentioned in the credits at the beginning of this guide. And finally, to the many others who weren't directly involved in this project but who have stood by us the whole way, we appreciate your encouragement and support.

WRITE TO US

We welcome your response to this book, for we are trying to make it as useful a learning tool as possible. Write to us in care of Garrett Glanz, Richard D. Irwin, 1333 Burr Ridge Parkway, Burr Ridge, IL 60521. Thank you.

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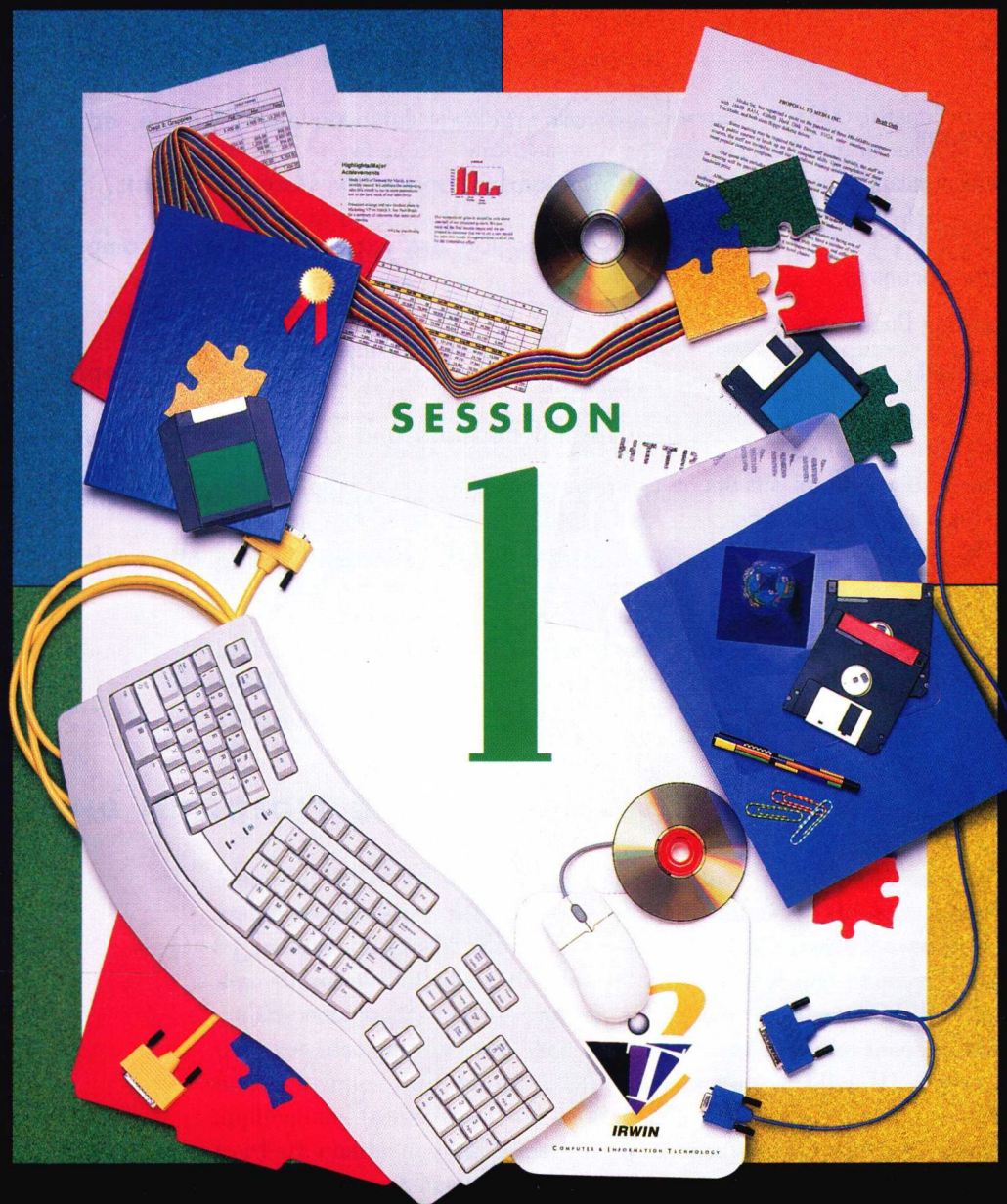
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Microsoft Word 97 for Windows

Fundamentals



SESSION OUTLINE

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Starting Word
The Guided Tour
Getting Help
Creating a Document
Using the Undo Command
Saving and Closing a Document
Beginning a New Document
Opening an Existing Document
Printing a Document
Leaving Word
Summary
Key Terms
Exercises

INTRODUCTION

Word processing is the most popular application for microcomputers. Whether you write term papers or business letters, a word processing software package lets you easily create, edit, format, and permanently store documents.

Nowadays you are expected to use a computer and word processor to create your work—handwritten correspondence just isn't acceptable in formal business and educational environments. In this session, you explore the features and benefits of word processing using Microsoft Word 97 for Windows.

CASE STUDY**THE EXPERT HANDYMAN, INC.**

George Perrera has lived in Irvine, California, for over 25 years. Sometimes he feels as if he knows everyone in town. His phone rarely stops ringing because he is *the* person to call when you need a household handyman. Although George has been working as a handyman for over ten years, he just recently gave his business a name: The Expert HandyMan.

George operates his business from his basement at 1990 Jillson Street. To get new clients, he relies on word-of-mouth advertising and the occasional newsletter. He currently performs an average of eight house calls per day and always seems to have more business than he can comfortably handle himself. Hoping to spend less time performing administrative tasks like creating invoices, George has purchased a new computer for his business.

Now let's focus on the problem. Invoices, invoices, invoices! With all this business, George generates eight invoices a day, nearly 40 per week. To create invoices, George uses a ball-point pen to fill out a page in a carbon-copy invoice book. He gives one copy to the customer and keeps the other for his records. George believes that it would be much more efficient to create the invoice with a word processing program, save it on the computer's hard disk, and then print a copy of the invoice for his customer. Although George has used Microsoft Windows, he doesn't know the first thing about using a word processing program.

In this session, you and George learn how to create simple documents, access Word's Help facility, edit documents, use the Undo command, and save and print your work.

INTRODUCING MICROSOFT OFFICE 97

Microsoft Office for Windows combines the most popular and exciting software programs available into a single suite of applications. In the Standard edition, Office 97 includes Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and the all-new Microsoft Outlook, a desktop information tool that manages your e-mail, calendar, contacts, to-do lists, journal, and Office documents. In the Professional edition, you also get Microsoft Access, a relational database management system that fully integrates with the other Office applications. Office 97 also provides shared applications (sometimes called "servers") that let you create and insert clip art, word art, charts, and mathematical equations into your word processing documents, electronic spreadsheets, and presentations.

All software products are born with specific design goals. For Office 97, Microsoft concentrated on optimizing Office for use in Windows' 32-bit environments, including Windows 95 and Windows NT. In addition to enjoying performance improvements, Office 97 offers integration with the Internet and World Wide Web (WWW) and benefits from many usability enhancements. For example, you can name your documents using up to 250 characters, place shortcuts to documents directly on

the desktop, save documents in HTML format, post documents to your corporate intranet or to the Web, use the Windows Briefcase program to compare and synchronize files, and multitask your applications with single-click functionality from the taskbar.

All of Office's primary applications use Intellisense technology, helping users to focus on their work and not on their software. Examples of Intellisense are automatic spell and grammar checking, wizards that lead you through performing basic and complex tasks, and the *Auto Web Link*, which automatically converts a World Wide Web address into a hyperlink. (Note: We define *hyperlinks* shortly, in the Internet Features section.) Office 97 offers additional help system features, including an animated and customizable character called the Office Assistant who provides helpful information as you work.

INTEGRATION FEATURES

Many would say that the essence of Office 97 is its ability to integrate data between applications. For example, you can include an Excel chart in a Word document, a Word document in a PowerPoint presentation, an Access database in an Excel worksheet, and so on. You can also create an object using a shared application—such as Microsoft Art Gallery, Microsoft Map, Microsoft Equation Editor, or Microsoft Organization Chart—and insert it in your document without ever leaving the current Office application.

Further blurring the line between applications, Microsoft Binder allows you to assemble, print, and distribute collections of varied documents. Like working with a real three-ring binder, you can insert documents that you create in Word, Excel, and PowerPoint into a single binder document and withdraw them. Then, you can print the contents of the binder complete with consistent headers and footers and with consecutive page numbering. A binder document also provides an easy way to transfer information from one computer to another, since all the documents are stored in a single file.

INTERNET FEATURES

One of the most exciting innovations in Office 97 is its ability to take advantage of the World Wide Web and the Internet. For those of you new to the online world, the **Internet** is a vast collection of computer networks that spans the entire planet, made up of many smaller networks connected by standard telephone lines, fiber optics, and satellites. More than just an electronic repository for information, the Internet is a *virtual community* with its own culture and tradition. The term **Intranet** refers to a private and usually secure local or wide area network that uses Internet technologies to share information. To access the Internet, you need a network or modem connection that links your computer to your account on the university's network or an independent Internet Service Provider (ISP).

Once you are connected to the Internet, you can use web browser software, such as Microsoft Internet Explorer or Netscape Navigator, to access the **World Wide Web** (WWW). The WWW provides a visual interface for the Internet and lets you search for information by simply clicking on highlighted words and images, known