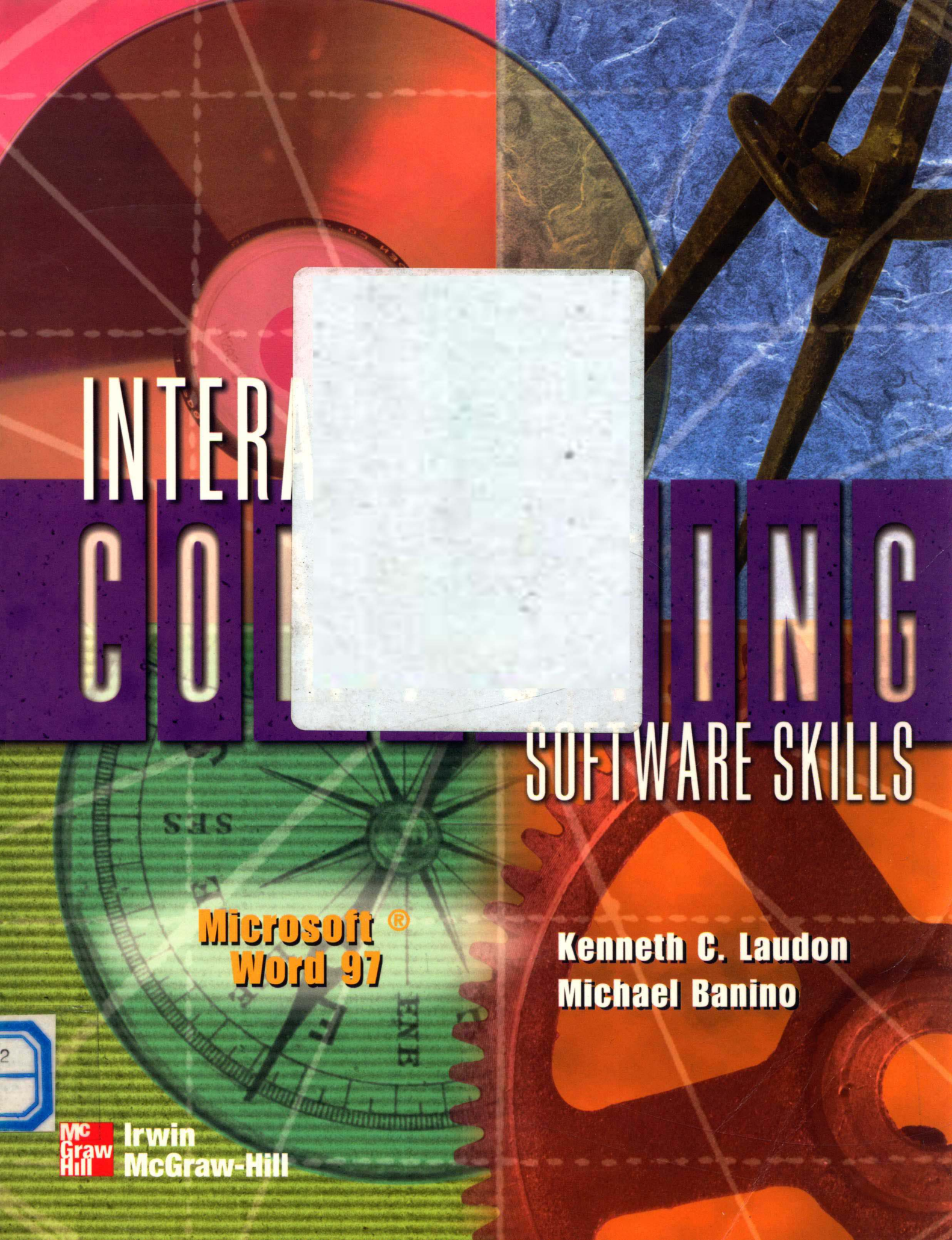
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SOFTWARE SKILLS
Microsoft ®
Word 97
Kenneth C. Laudon
Michael Banino
Irwin
McGraw-Hill

INTERACTIVE COMPUTING SOFTWARE SKILLS

Microsoft® Word 97

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Azimuth Multimedia Productions, Inc

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Preface

Interactive Computing: Software Skills Microsoft Office 97

The *Interactive Computing: Software Skills* series provides you with an illustrated interactive environment for learning introductory software skills using Microsoft Office 97. The Interactive Computing Series is composed of both illustrated books and multimedia interactive CD-ROMs for Windows 95 and each Office 97 program: Word 97, Excel 97, Access 97, and PowerPoint 97.

The books and the CD-ROMs are closely coordinated. The coverage of basic skills is the same in CDs and books, although the books go into more advanced skill areas. Because of their close coordination, the books and CD-ROMs can be used together very effectively, or they can each be used as stand-alone learning tools. The multimedia interactive CD-ROMs get you started very quickly on basic and intermediate skills. The books cover this material and then go farther.

It's up to you. You can choose how you want to learn. In either case the Interactive Computing Series gives you the easiest and most powerful way to learn Microsoft Office 97.

Skills, Concepts, and Steps

In both the book and the CD-ROM, each lesson is organized around *skills*, *concepts*, and *steps*. Each lesson is divided into a number of skills. The basic concept of each skill is first explained, including where that skill is used in practical work situations. The concept is then followed by a series of concise instructions or steps that the student follows to learn the skill. A *running case study* throughout reinforces the skill by giving a real-world focus to the learning process.

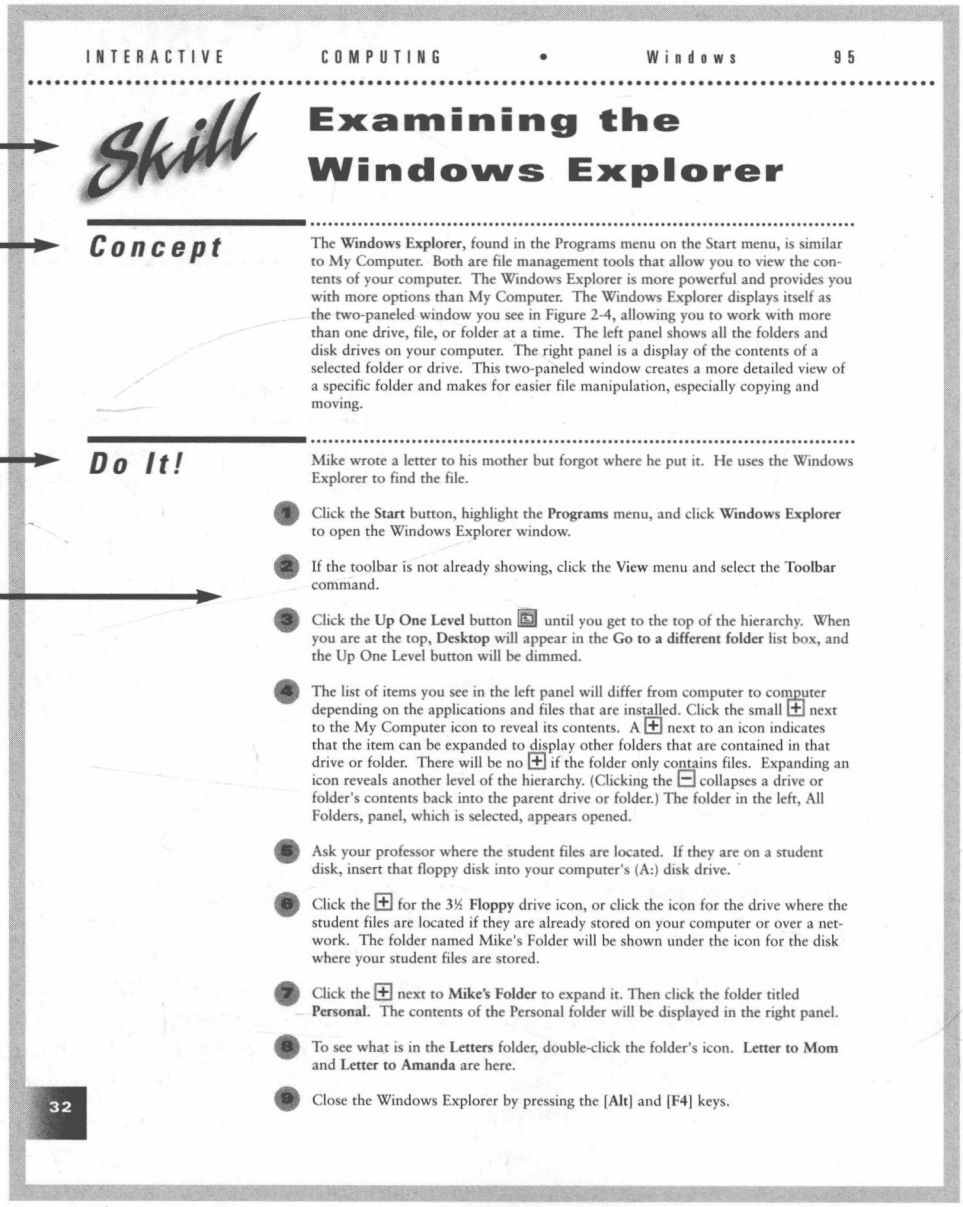
The Learning Approach

We have taken a highly graphical and multimedia approach to learning. Text, screen shots, graphics, and on the CD-ROM, voice, video, and digital world simulation are all used to teach concepts and skills. The result is a powerful learning package.

Using the Book

In the book, each skill is described in a two-page graphical spread (Figure 1). The left side of the two-page spread describes the skill, the concept, and the steps needed to perform the skill. The right side of the spread uses screen shots to show you how the screen should look at key stages.

Figure 1



Skill: Each lesson is divided into a number of specific skills.

Concept: A concise description of *why* the skill is useful and where it is commonly used.

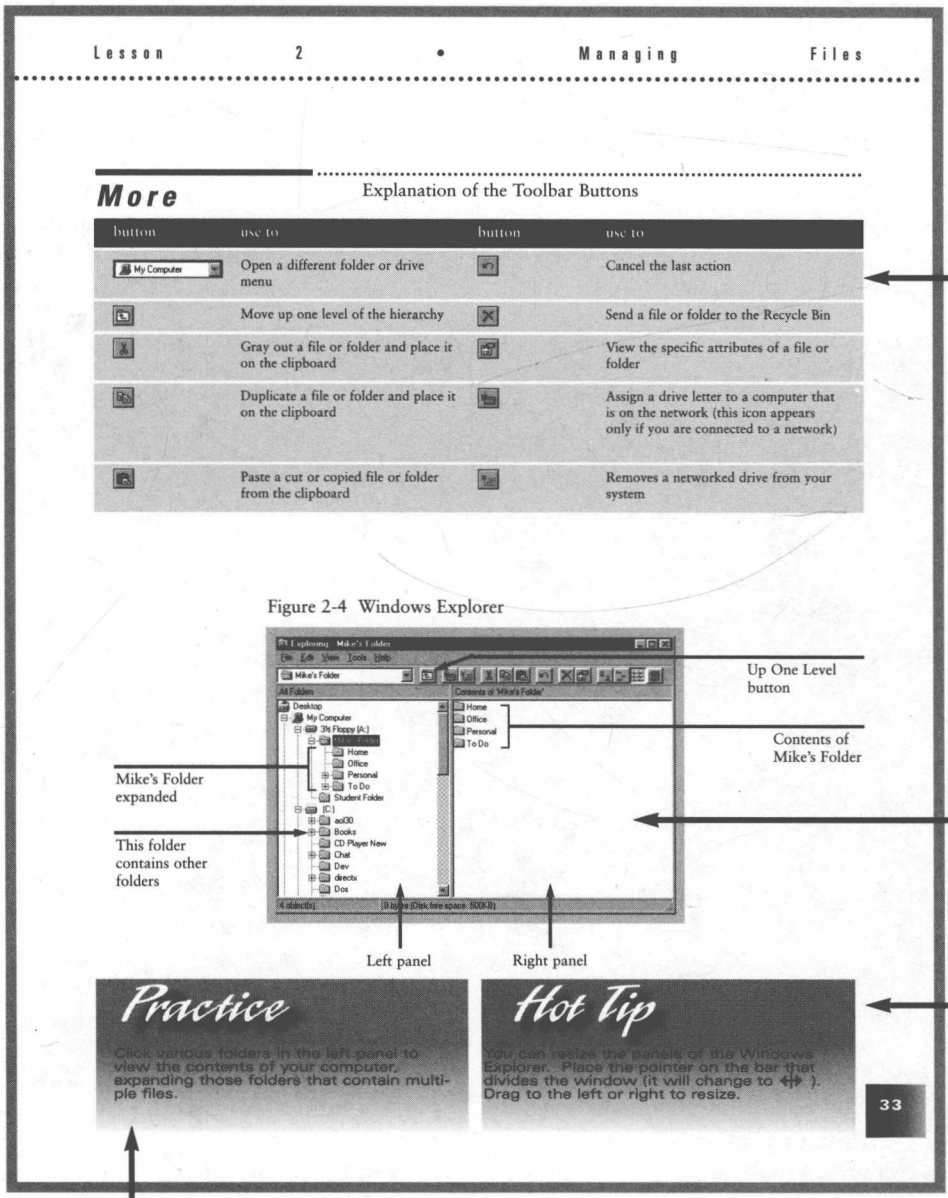
Running case: A real-world case ties the skill and concept to a practical situation.

Do It!: Step-by-step directions show you how to use the skill.

End-of-Lesson Features

In the book, the learning in each lesson is reinforced at the end by a quiz and a skills review called Interactivity, which provides a step-by-step exercise and a real-world problem to solve independently.

Figure 1 (continued)



Summary tables: Tables give you a quick overview of shortcuts and toolbar icons needed to use the skills.

Screen shots: Screen shots show you what the screen should look like after following the Do It! steps.

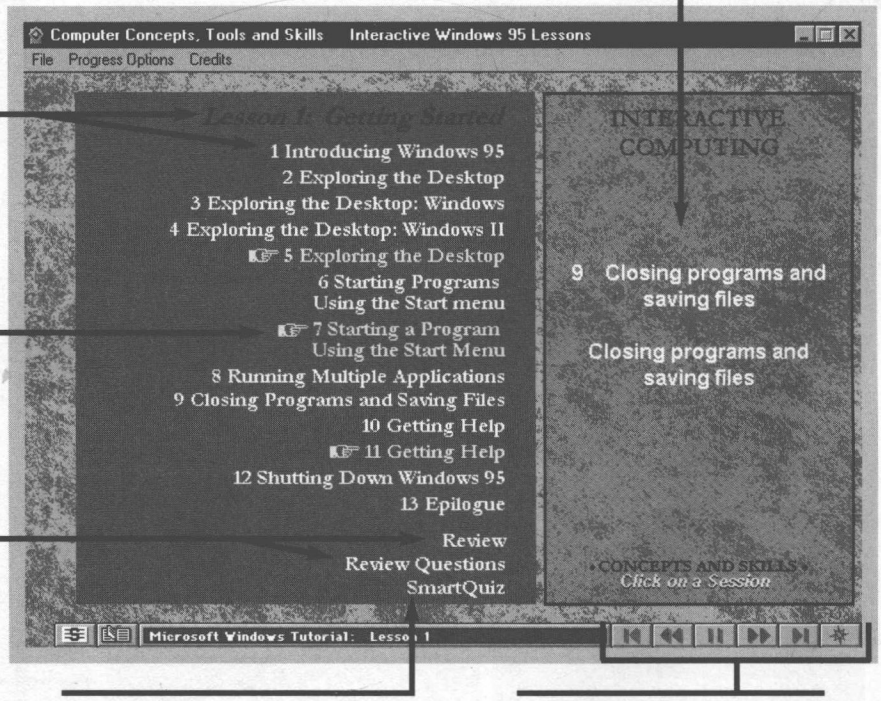
Hot Tip: Gives you advice on how to use the software and warns you of potential problems.

Practice: Directs you to student files where you can practice this skill.

Using the Interactive CD-ROM

The Interactive Computing multimedia CD-ROM provides an unparalleled learning environment in which you can learn software skills faster and better than in books alone. The CD-ROM provides a unique interactive environment in which you can learn to use software faster and remember it better. The CD-ROM uses the same lessons, skills, concepts, and Do It! steps as found in the book, but presents the material using voice, video, animation, and precise simulation of the software you are learning. A typical CD-ROM contents screen shows the major elements of a lesson (Figure 2).

Figure 2



Skills list: A list of skills permits you to jump directly to any skill you want to learn or review.

Lessons and skills: The lessons and skills covered in the CD are closely coordinated with those of the book.

Interactive sessions: The skills you learn are immediately tested in interactive sessions with the TeacherWizard.

Review: At the end of each lesson is a review of all the concepts covered, as well as review questions.

SmartQuiz: Each lesson has a SmartQuiz that tests your ability to accomplish tasks within a simulated software environment.

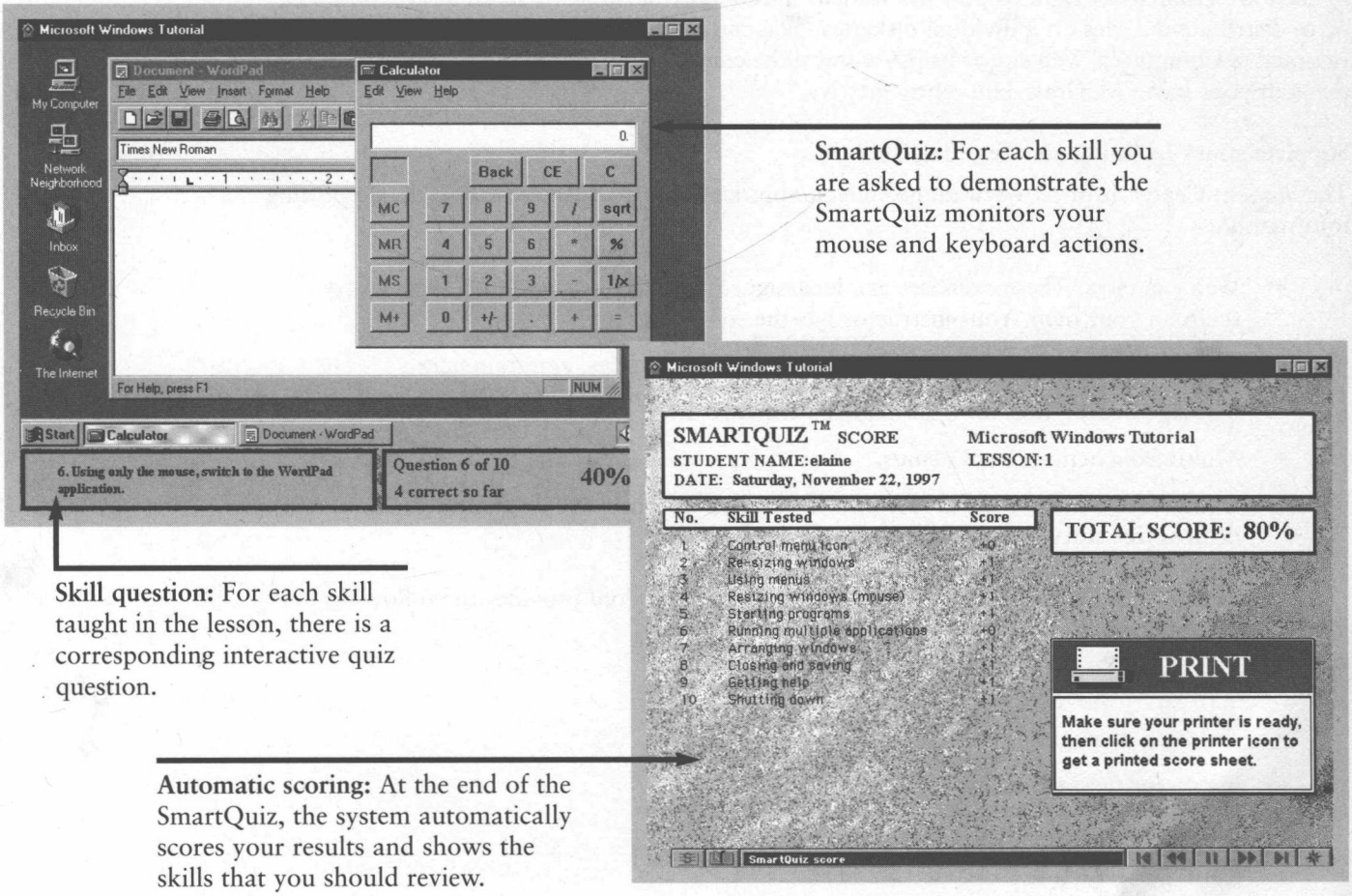
User controls: Precise and simple user controls permit you to start, stop, pause, jump forward or backward a sentence, or jump forward or backward an entire skill. A single Navigation Star takes you back to the lesson's table of contents.

Unique Features of the CD-ROM: TeacherWizards™ and SmartQuiz™

Interactive Computing: Software Skills offers many leading-edge features of the CD-ROM currently found in no other learning product on the market. One such feature is *interactive exercises* in which you are asked to demonstrate your command of a software skill in a precisely simulated software environment. Your actions are closely followed by a digital TeacherWizard that guides you with additional information if you make a mistake. When you correctly complete the action called for by the TeacherWizard, you are congratulated and prompted to continue the lesson. If you make a mistake, the TeacherWizard gently lets you know: "No, that's not the right icon. Click on the Open File icon at the left side of the toolbar on top of the screen." No matter how many mistakes you make, the TeacherWizard is there to help you.

Another leading-edge feature is the end-of-lesson SmartQuiz. Unlike the multiple choice and matching questions found in the book quiz, the SmartQuiz puts you in a simulated digital software world and asks you to show your mastery of skills while actually working with the software (Figure 3).

Figure 3



SmartQuiz: For each skill you are asked to demonstrate, the SmartQuiz monitors your mouse and keyboard actions.

Skill question: For each skill taught in the lesson, there is a corresponding interactive quiz question.

Automatic scoring: At the end of the SmartQuiz, the system automatically scores your results and shows the skills that you should review.

Using the CD-ROM and the Book Together

The CD-ROM and the book are designed to support each another. There is a close correspondence between the lessons and skills taught in the book and the CD for introductory levels of the software (Lessons 1 through 4), as well as between the case study used in the CDs and the books. Generally, the books have more lessons and go farther into advanced topics than the CD does, while the CD-ROM demonstrates the basic steps in more detail. Here are tips on using the CD and accompanying book together:

- You can use the book and the CD together at your student lab workstation or at home. Place them side by side and follow along in both at the same time.
- You can use the book when you do not have access to a computer, and use the CD by itself at school or at home.
- You can use the CD first to gain a quick understanding of the software, then use the book later at home or school ro review and deepen your understanding.

Student Files

The *Interactive Computing: Software Skills* books require that students have access to accompanying student files for the practice and test sessions. The instructor and students using the texts in class are granted the right to post the student files on any network or stand-alone computer, or to distribute the files on individual diskettes. You can download the student files from the Interactive Computing Web site at **http://www.mhhe.com/cit/apps/laudon/**, or request them through your Irwin/McGraw-Hill representative.

Supplementary Learning and Teaching Tools

The Student Center at http://www.mhhe.com/cit/apps/laudon/ provides the following supporting information:

- Web exercises: These exercises can be assigned by your instructor. Or you can try them on your own. Your instructor has the solutions.
- Cool sites: Web news, new technology, Web opportunities, entertainment.
- Message board: Talk to other students who are using the series.
- Multimedia action: Cool demos.
- Course help: Choose the course you're enrolled in. Then choose exercises, multimedia demos, free software, or course information.

The Faculty Lounge at http://www.mhhe.com/cit/apps/laudon/ provides the following instructional support:

- Exercises and solutions
- Teaching strategies
- Instructor message board
- Multimedia action
- Cool Web site
- Course help

Local Area Network Testing Facility

McGraw-Hill and Azimuth Multimedia have designed and produced a revolutionary and unique Network Testing Facility™ (NTF) that tests acquired software skills in a safe, simulated software environment. Operating on a network, the NTF permits students to take a self-paced exam from their workstations at home, at school, or in the classroom. The NTF automatically tracks student scores, and allows the instructor to build screens that indicate an individual student's progress or which skills may need more emphasis for the entire class.

Contact your McGraw-Hill representative for further information on the NTF.

Acknowledgments

The Interactive Computing Series is a cooperative effort of many individuals, each contributing to a team effort. Our goal is to provide students and instructors with the most powerful and enjoyable learning environment using both traditional text and new multimedia techniques. Achieving this goal requires the contributions of text authors, multimedia screenplay writers, multimedia designers, animators, graphic artists, editors, computer scientists, and student testers.

Our special thanks to Frank Ruggirello, who envisioned and initiated the Interactive Computing Series. Peter Jovanovich and Gary Burke of McGraw-Hill management generously supported a technological leap into the future of teaching and learning. Rhonda Sands, our editor, has gently pushed us to higher levels of performance and encouraged us to do the best we can.

Contents

Contents (continued)

- Starting Word
- Exploring the Word Screen
- Creating a Word Document and Entering Text
- Saving and Closing a Document
- Opening an Existing Document
- Deleting and Inserting Text
- Formatting Text
- Printing a Document

LESSON 1

Introduction to Word

Microsoft® Word 97 is a word processing software program designed to make the creation of professional-quality documents fast and easy. Word allows the user to edit, move, and copy what has been written, providing enormous flexibility in how the finished product will appear.

Among many other features, Microsoft Word will let you:

- Copy, move, and change the appearance of text within a document with a click of the mouse
- Create documents using ready-made templates
- Automatically add page numbers and footnotes to documents
- Automatically find and correct spelling and grammatical errors
- Include tables and charts of data or text
- Import and place graphics into your documents for added effect
- Easily create envelopes, labels, or form letters
- See how your document will appear before you print it

Microsoft Word keeps each document (letter, report, or other piece of work you create) in the computer's memory while you are working with it. In order to keep it, you have to save each document as a file on your computer's storage device (either floppy or hard disk). These documents can contain a few words or thousands of words and images.

Case Study:
Sabrina Lee, a graduating senior from Indiana University, is learning to use Microsoft Word to create a cover letter that she will include with her resume when she sends it to a prospective employer.

Skill Starting Word

Concept

To use the Microsoft Word program, or **application**, the user must open it.

Do It!

Sabrina wants to open the Microsoft Word application so she can work on a cover letter.

1. Make sure the computer, monitor, and any other necessary peripheral devices are turned on. The Windows screen should appear on your monitor, as shown in Figure 1-1. Your screen may differ slightly from the one shown.
2. Click the Start button on the Windows taskbar at the bottom of your screen. This will bring up the **Windows Start** menu.
3. Move the mouse pointer up the Start menu to the **Programs** bar to make the **Programs** menu appear. (See Figure 1-2.)
4. Position the pointer on **Microsoft Word**, highlighting it, and click to open the application. (If Word is not there, try looking under **Microsoft Office** on the Start menu.) Word will open with a blank document in the window.

More

When you started Word you may have noticed a small window containing the Office Assistant. If the Assistant is not in your Word window it can be accessed by clicking the Office Assistant button found at the right side of the Standard toolbar. Part of the Microsoft Office Help facility, the Assistant offers tips, advice, and help on most Word functions. The Assistant has the ability to guess the help topic you desire based on the actions you are performing, and it can also answer queries by accepting full questions rather than only being limited to keyword searches. When the Assistant feels that you need help with a particular feature it will produce a light bulb in its window, or on the Office Assistant button. The Assistant will become active when you use a wizard, walking you through the steps, offering advice and suggestions. Clicking this light bulb will cause a tip to materialize in the window. Clicking on the Assistant brings up a balloon with various options, help topics, and a space in which you can type your question.

If the proper files are installed on your computer you can change the appearance of the Assistant by clicking the options button in the Assistant's balloon. The Office Assistant dialog box also offers choices for customizing the Assistant and its functionality. Clicking the close button in the Assistant's window will hide the Assistant.

Figure 1-1 Windows screen

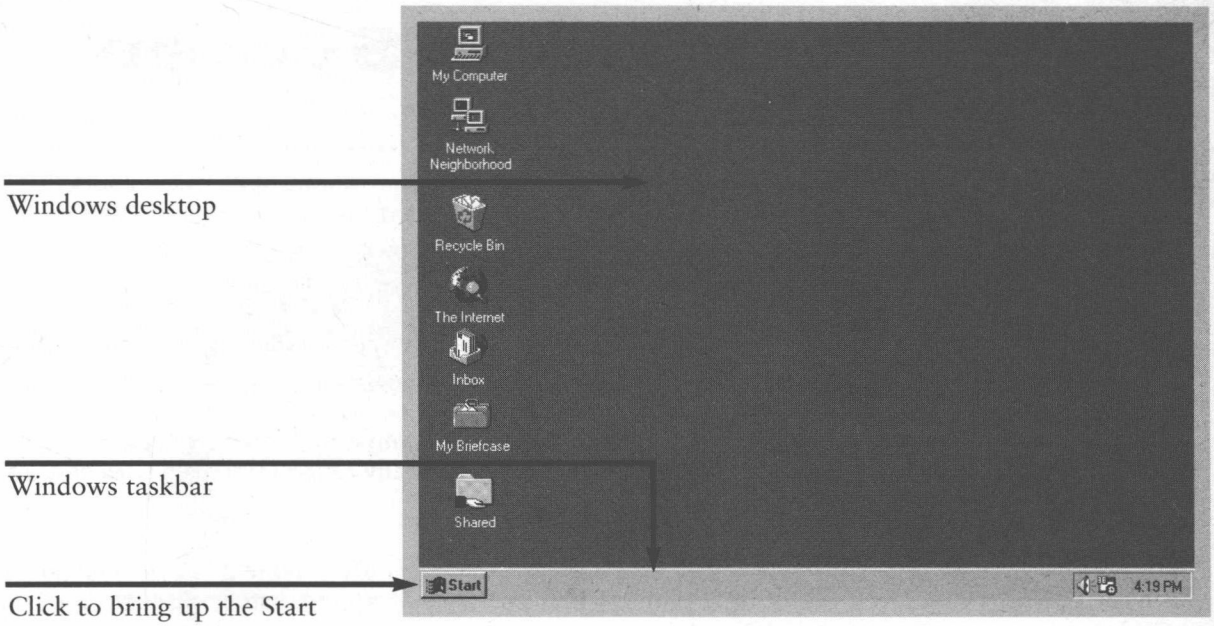
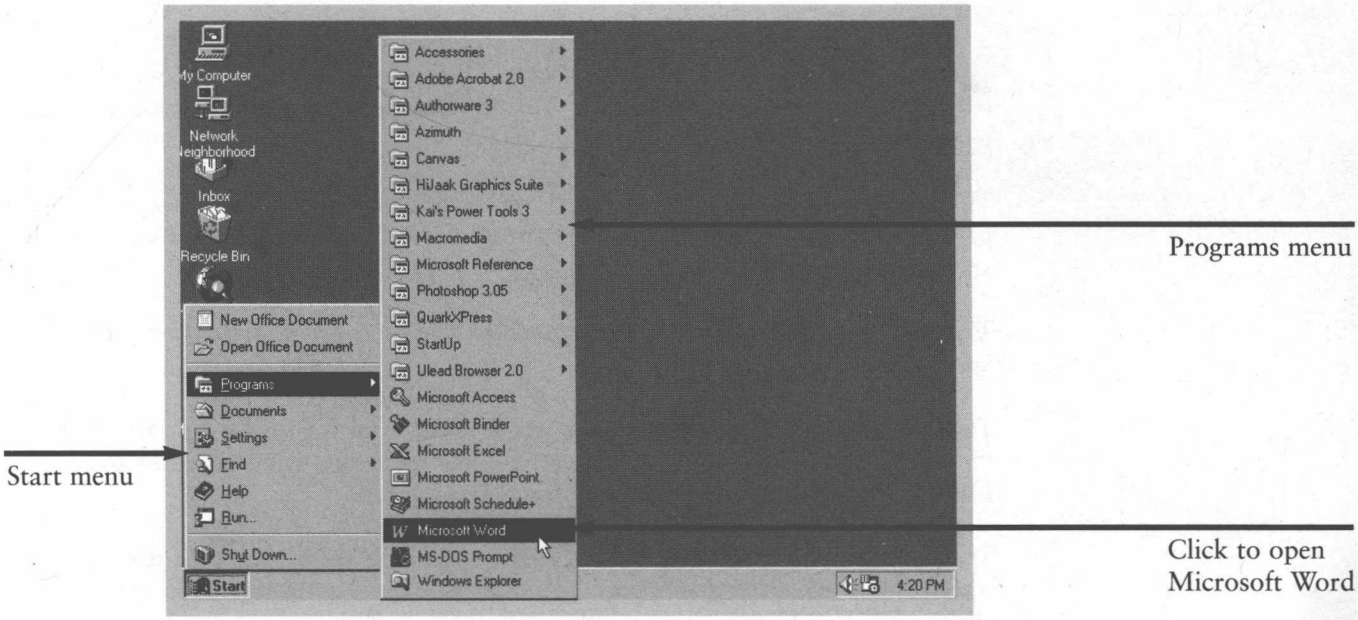


Figure 1-2 Opening Word from the Start menu



Practice

Click File, then click Exit to close Word, then open Word again.

Hot Tip

Each computer can vary in its setup depending on its hardware and software configurations. Therefore, your Word start-up procedure may be slightly different from that described above.

Skill

Exploring the Word Screen

Concept

When Word is opened, it will present a window with many common Windows features including title, menu, and toolbars. In addition to these, there are many features unique to Word that are designed to make document production fast, flexible, and more convenient.

The Microsoft Word screen, or **application window**, contains the following components, as shown in Figure 1-3:

The **title bar** shows the name of the application and the name of the active document. A new document is automatically called Document1, Document2, etc., until it is saved with a new name.

The **menu bar** shows the names of menus containing Word commands. Clicking on one of these names will make its menu appear, listing the commands you may choose from. Most commands available in Microsoft Word can be found here.

The **Standard toolbar** contains buttons with icons illustrating commonly used commands. When you position the mouse pointer over a button on a toolbar, the button becomes raised and a small box called a **ScreenTip** will appear below the button naming its function. Using toolbar buttons is faster than pulling down menus.

The **Formatting toolbar** contains the **Style, Font,** and **Size** boxes along with buttons for common formatting commands. You will learn about additional toolbars in later lessons.

The **horizontal ruler** shows paragraph and document margins and tab settings. In page layout view, the horizontal ruler also shows column widths and a vertical ruler appears.

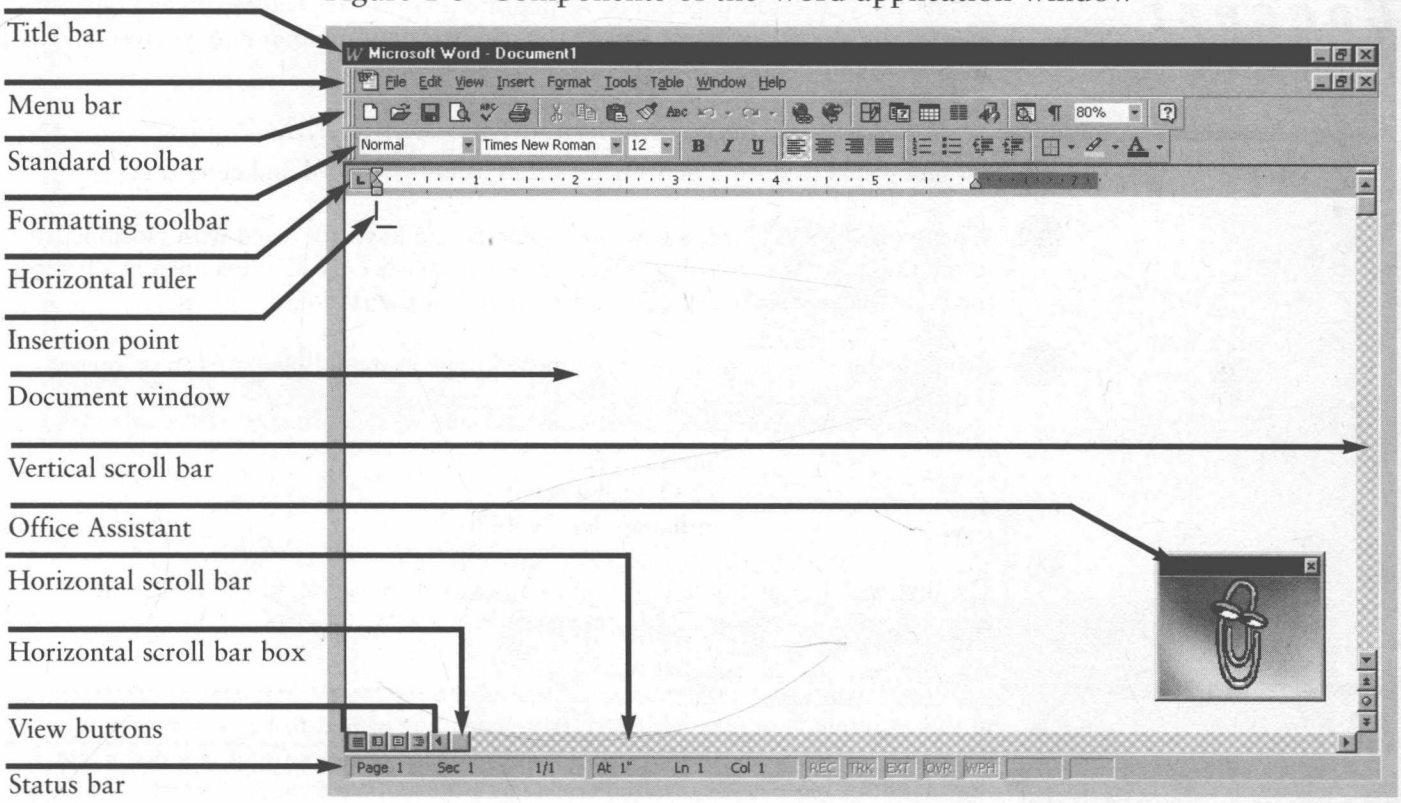
The **insertion point** is the blinking vertical bar that marks the place where text will appear as it is entered.

The **document window** is the open space in which your document appears. When the mouse pointer enters the document window it changes from an arrow to an **I-beam** I so you can more accurately position it in text.

The positions of the **scroll bar boxes** in the **scroll bars** show where the text on the screen is located in the document. You can move quickly through a document by clicking the **scroll bar arrows** at either end of the bars to move the scroll box, or you can click and drag the box itself. The horizontal scroll bar also contains the four **view buttons**. These allow you to view your document in different ways, which you will learn about in Lesson 3.

The left-hand section of the **status bar** tells you what page and section of your document is currently displayed and the total number of pages. The next section shows the distance (in inches) from the insertion point to the top of the page and its current position given as coordinates of Line and Column number. The remaining portion of the bar is dedicated to showing whether certain commands are currently active.

Figure 1-3 Components of the Word application window



Practice

Familiarize yourself with the tools in the toolbar by positioning the mouse pointer over each button and reading its ScreenTip.

Hot Tip

Your screen may have been customized to show more or fewer toolbars, or to show them in different locations from those in the illustration. You will learn how to adjust these settings in Lesson 3.