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Microsoft Word

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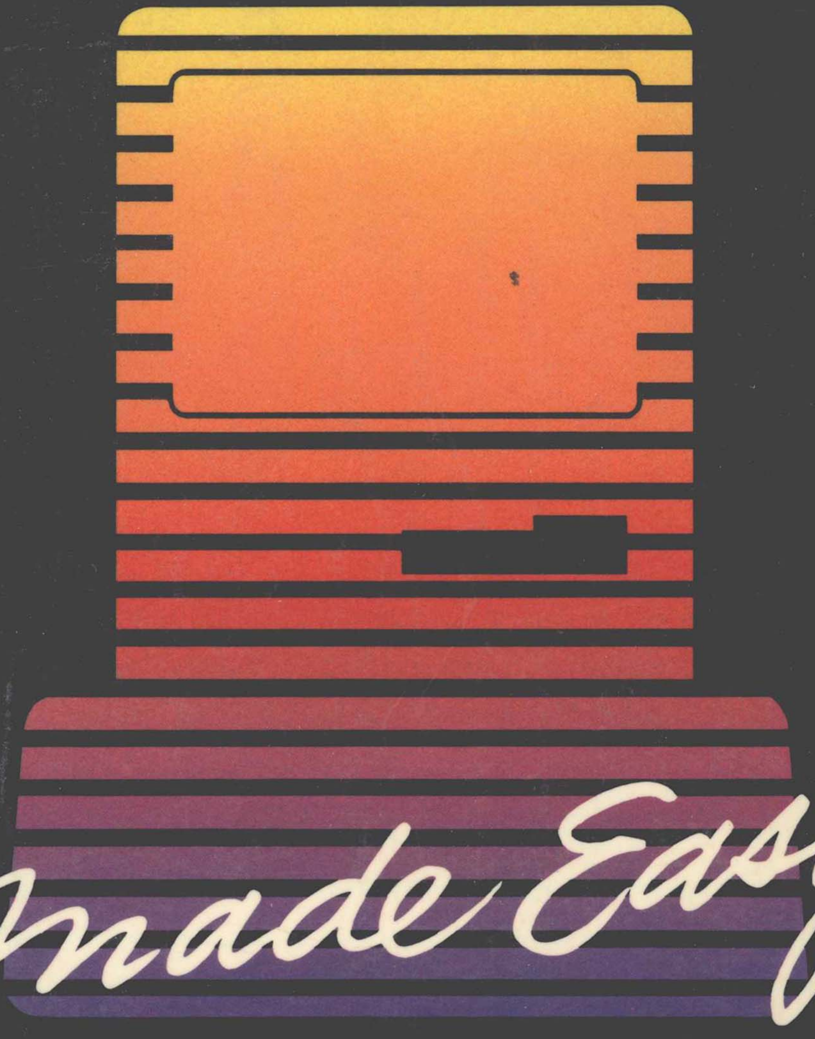

Made Easy

VERSION 4

THIRD EDITION

MICROSOFT® WORD MADE EASY FOR THE MACINTOSH™

Third Edition

Paul Hoffman

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INTRODUCING MICROSOFT WORD

This book will help you master Microsoft Word. It discusses both the essential and unique features of Word and provides practical suggestions for putting Word to work for you. This book supplements Word's documentation, the Microsoft Word reference manual, by showing you, in step by step fashion, how to use Word.

Even though Word's features appear complex, they are relatively easy to master once you understand the concepts behind them. This book is arranged to teach you these concepts in a natural order, and it reinforces the concepts with many practical examples. The examples demonstrate the numerous word processing functions that are performed in a typical business office, although they are just as useful in any situation that requires advanced word processing capabilities.

Each chapter is divided into lessons, which are fully illustrated with pictures of the computer screen so you will know what to expect as you use the program. There are also review exercises at the end of each chapter.

For those of you who have never used a word processing program before, this book explains basic concepts when they first appear in the text. Even if you have used another word processor, you will find that some of Word's features are unique (for example, it can display several parts of a file simultaneously). These, too, are explained in full, so you can completely understand the power of Word. You only need to know the basics of using the Macintosh to use this book; you do not need to be familiar with MacWrite or any other word processor.

This book also contains information that is not covered in your reference manual. For example, Appendix E covers other applications programs that can work with Word.

This book will be useful to anyone who already has Microsoft Word or who is thinking of buying it. Beginning users will find that the lessons are easy to follow and that succeeding lessons build on concepts learned earlier in the book. Intermediate users will find topics that were mentioned briefly in different parts of the reference manual described fully in one source in this book. Advanced users will appreciate the reference material throughout the book, especially in the appendixes.

If you are using an earlier version of Word than 4, you should upgrade your copy. Version 4 has significant new features and improvements to the user interface. Like every program, Word had bugs in its earlier versions, and most of these have been fixed in version 4. Contact Microsoft to determine how you can upgrade to version 4.

WHAT IS MICROSOFT WORD?

A *word processor* is a computer program that lets you type and save any sort of text (such as memos, letters, reports, and books). Word processors, such as Microsoft Word, let you easily enter text for a document, revise the text once it has been entered (called *editing*), and print the text out on your printer in a professional form (called *formatting*).

There is a wide variety of word processing software available for many different computers. Some software gives you the bare minimum of capabilities, while other programs, such as Word, give you many more useful features which make word processing easier.

Word is useful for all types of word processing, such as writing short memos, business letters, financial statements, articles, books, and long reports. It is generally easy to use, and has many advanced features that you can use or ignore, depending on the type of document you are writing. The more you use Word, the less you need to worry about what your text will look like, so you can spend more time concentrating on what you want to say.

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ADVANTAGES OF USING WORD

If you have compared Word to other word processing packages, you know that it has many features that others don't. Of course, having a plethora of features does not make a word processor good: you have to be able to use these features easily. Since most people need a fair amount of explanation to understand the usefulness of Word's features, they are mentioned briefly below, and described fully in the rest of the book.

Since it is common to make mistakes when you edit text, Word has an "undo" feature that lets you take out your last change. This means that if you do something that you didn't intend to do, you can tell Word to undo it. This feature can save you a great deal of typing and frustration.

If you are ever unsure of what you are doing in Word, the program can always offer help. This prevents you from having to look up information in the reference manual (or in this book) when you just want to know a small bit of information. The help that Word gives you is often more useful than the help you get from other programs, since it first gives you help on what you are currently doing, and then makes it easy to ask for more information if you need it.

One problem with many word processing programs is that you can only see a small portion of your document at a time. With Word, you can see many parts of the text at the same time in different windows. This feature is very useful when you are writing a long document, since you can look at what you wrote earlier while you write new text. You can even use Word to look at different files on the screen at the same time, and to move text between files.

USING WORD IN BUSINESS

You have probably heard of the many advantages that word processing offers over normal typing for a business. Since Word has many more features than most other word processors, it lets you do more work more easily. For example:

- Most businesses have form letters (standard letters for which the computer fills in a different name and address), and many word processing packages let you write simple form letters. Word allows you to integrate other information into your form letters, so that the letters look more personalized. Word can also read the names and addresses from datafiles stored by other programs, such as data management systems, and integrate these names and addresses into letters. This feature is often called *mail merge*.

- Word's advanced formatting lets you make reports that look professionally typeset. With Word, you can design each page to your specifications, and not worry about what it will look like if you change some of the text. You can also use printers that print with proportional spacing, to make your printed output look more like typesetting.
- With Word, newsletters and other bulletins can be printed with many columns on one page, giving your writing a more professional look. You can also use many different type styles (such as boldface or italics) so that your headlines stand out from your text.
- Many of Word's features are especially useful in certain professions. For example, Word's ability to number lines on a page is very helpful for lawyers' pleadings and depositions.
- You can use Word to make an outline, then use that outline to prepare a business document. You can have Word automatically number the headings in your outline, and change those numbers as you move or delete headings.

As you read this book, remember that you can always try out the information that is presented to you. Use the files that the book tells you to type in, or create your own; the more you use Word for your own files, the more quickly you will master Microsoft Word.

NEW FEATURES IN VERSION 4

Microsoft Word version 4 has many features that did not appear in previous versions. These features make Word easier to use and allow you to prepare business documents in a more natural way.

- Setting up tables is much easier in version 4 with the new table format. You can set up table formats and fill text paragraphs into the cells in the table.

- Word now has absolutely positioned paragraphs that you can put anywhere on the page.
- You can edit in page view mode which lets you see exactly how your text will print.
- The ruler now has a style selection area that lists all of the available styles and lets you add and modify styles without having to use the Define Style dialog.
- You can now change the key equivalents for most of Word's commands and add or remove items from Word's menus.
- There are more choices for paragraph borders.
- Many actions that were only available with key combinations are now on menus as well.

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GETTING STARTED

This chapter explains the few steps you need to follow before you can begin to use Word for your Macintosh and shows you how to start up the program. After following the installation instructions, you can immediately start to edit and format documents; in fact, you will start using Word in Chapter 1 to enter a business letter that will be utilized throughout the next six chapters and in many other sections of the book as well.

If you have no word processing experience, the following section will give you a quick overview of many of the terms you will find in this book. If you are familiar with another word processor, you can probably skim the section.

WORD PROCESSING TERMS

Word processing programs give you two major capabilities: editing and formatting. *Editing* is the ability to enter text into the program, make corrections, save the text on disk, and later change the text. *Formatting* is the ability to specify how the text will look when you print it out. For example, formatting allows you to add special features to the printout, such as page numbers on each page, and to specify the width of the left and right margins.

In order to make a word processing program work, you give it *commands*, which are instructions that tell the program what you want to do. In Word, you can give commands by using the mouse or by pressing the COMMAND key (marked with the ⌘ symbol) and another key at the same time.

When you write a document, you *insert* text into a file. This is done simply by typing the text as you would on a typewriter. Once this has been done, you can use editing commands to correct mistakes or to rearrange the text. While you are editing, you can move around in the text so you can edit different parts. When you want to see text that is not on the screen, the word processing program will *scroll,* or move, the screen to the desired location. When you are done with a file, you can *save* it on disk; when you want to use the file later, you tell the word processing program to *load* it from disk.

If you have entered text that you no longer want in the file, you can *delete* it. Word allows you to delete groups of words or lines easily; for instance, if you want to delete a paragraph, you *select* the paragraph (with a selection command) and then delete it all at once. If, instead, you want to move the paragraph to some other location in the document, you can *cut and paste* the text as if you were using scissors and tape, inserting the paragraph in a new location.

When you write longer documents, you may want to find a specific part of the text so you can edit it. The easiest way to do this is to *search* for a particular word that is in the area you want to edit. Word, like most word processing programs, can also search your entire document and automatically change one set of words to another; this is called *global search and replace.* For example, if you use one person's name throughout a file and want to change it to another name, you only have to give one search-and-replace command. When you are editing in Word, you normally edit just one file. However, you can edit more than one file at a time by opening a *window*; this is like splitting your screen into two smaller screens.

A word processing program with many formatting features can give you finished copy that looks professionally produced. When you use a typewriter, you often do a great deal of formatting, such as *indenting* the first lines of paragraphs (usually the first five spaces from the left margin) and putting the page number on each page. Word processing programs can do many formatting tasks for you automatically. For example, if you

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