

MICROSOFT

WORD

HANDBOOK

A Guide to the Magic World of WORD...



...Be a Magician, and they'll think you're a WIZ

Produced by Daniel Considine

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NB: If this handbook doesn't help you, try using the Help tool located on the right of the taskbar at the top of the screen. (See pg. 25)

MICROSOFT WORD – TRAINING PROGRAM

HANDOUTS –


BROUGHT TO YOU BY “THE DAN-MAAAAAN”!!

- **SAVING YOUR WORK**

STEP 1: (INITIAL SAVE)

- File > Save As > Scroll down to find appropriate drive & folder to save in > Name Document > Save

(SAVE IN A NEW FOLDER)


- File > Save As > Select appropriate drive > Click on  for new folder > Name the folder > Save

STEP 2: (AUTOSAVE)


- Tools > Options > click on the tab ‘Save’ > click box ‘save auto recover info every minutes > adjust to 3 minutes > click OK.

- **OPEN NEW/EXISTING DOCUMENTS**

EXISTING:

- Click on  > scroll down to what drive/folder document is in > Click on drive > Find document > Double click on document



NEW:

- Click on  to get new blank document.


- **PRINTING**

(NB: Different printing sources have different properties. Some functions won't be available for some printers. Ensure printing source is correct before selecting to print.)

BASIC:

- Click on  (print preview) to examine what will be printed.
- Click on  for immediate printing

INTERMEDIATE:

- Click on  (print preview) to examine what will be printed

Portrait or landscape

- File > Print > ensure printing source is correct > correct number of copies > Properties > Landscape/portrait > OK > OK.

Selection printing

- Select with mouse what you want to be printed by dragging the cursor over desired text.
- File > Print > click on 'selection' > OK

Single Page printing

- File > Print > click on 'current page'
or
- Click on pages. > Select desired pages eg) 4,6,9 > OK

Double sided printing

- File > Print > Select appropriate printing source > Properties > scroll through tabs > double sided printing > Long edge > OK > OK
- Once selected, instructions should appear on screen. Printing will begin, with every second page being printed.
- Once printer has stopped, feed paper upside down into the manual feeder. Press 'continue' on the printer.

Collating for more than one copy

- File > Print > select amount of copies > click or unclick box for 'collate' to suit your needs > OK.


Print odd/even pages



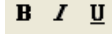

- File > Print > go to 'print what: All pages in range' > Scroll down > select odd/even pages > OK




Current page printing


- File > Print > go to print range > select 'current page' > OK (This will print the page you are currently looking at).

Increasing number of copies

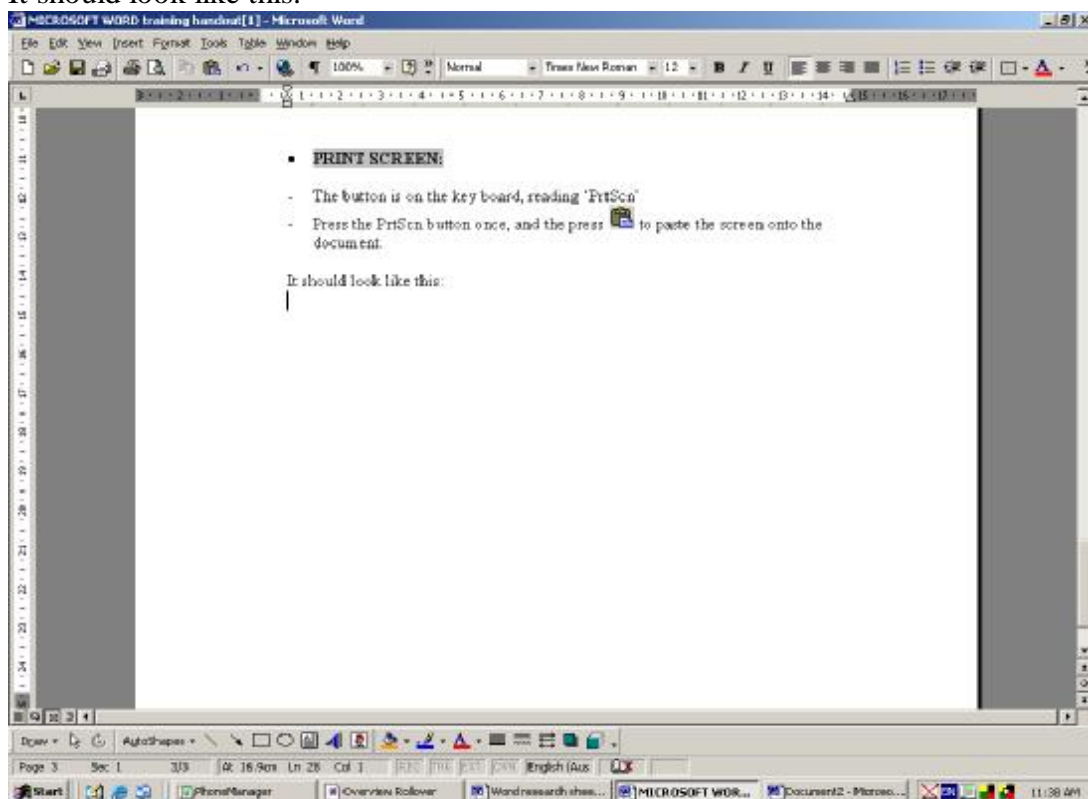
- File > Print > go to 'number of copies' > click on the top arrow  to desired amount of copies > OK

- **CHANGING FONT** (NB: Can do this before typing has began, or after by selecting desired text to be changed by highlighting.)
 - To change style of font, click on arrow as seen here  at the top of the screen to scroll down different fonts.
 - To change size, select the arrow as seen here  at the top of the screen to scroll down different sizes.
 - To change font to **BOLD (Ctrl B)**, *ITALIC (Ctrl I)*, or UNDERLINE (Ctrl U), click on the icons at the top of the screen resembling . Reverse process to undo.
 - To change colour, click on  at the top of screen to choose a colour for desired text.
- **FAX COVER SHEET:**

- Click on  > Look in “public on ‘seconapps’ (P:)” >  Templates >  Secon FAX SHEET


- **PRINT SCREEN:**
 - The button is on the key board, reading ‘PrtScn’
 - Press the PrtScn button once, and the press  to paste the screen onto the document.

It should look like this:



- This can be used in any screen on the computer not just WORD. Eg) Internet screens, Excel, Outlook etc.

Cropping:

- Left click on the print screen picture in front of you > A 'picture' toolbar will appear > Left click on the  icon > use the left click of the mouse to grab the edge of the print screen picture > drag the print screen picture to where you want to crop it.

Changing size:


- Left click on print screen picture in front of you > It will become outlined and small black boxes will appear on the edges > Left click the mouse on the black boxes and drag the box to make it larger or smaller.


Eg)




Small black boxes to drag with the left click of the mouse.

Arrows:

- View > Toolbars > Drawing (to enable the bottom drawing toolbar) > click  > hold the left click down where you want the arrow to begin > Drag the arrow to where you want the arrow head to point at.

BEGIN FIRST LEFT CLICK AND HOLD  LET GO OF MOUSE
DRAG

- To use 'block arrows' eg. , or different sorts of shapes, click on Autoshapes on the bottom tool bar and use the same process used for arrows.

- **MARGINS:**

- File > Page setup > Margins > Adjust TOP, BOTTOM, LEFT, RIGHT margins to fit your document.
- Gutter is used for when binding a document.

- **FIND / REPLACE:**

Replace:

- Edit > Find > left click Replace > Type in word to find > type in word to replace > Replace all/Replace.

Find:

- Edit > Find > type word to find > Find Next






- **DIFFERENT SCREEN LAYOUTS:**

- View > Choose preferred layout (Normal, Web layout, Print layout)

- **CLIP ART:**

- Insert > Picture > Clip Art > Search for desired clip > left click on clip > select preview clip to preview > select insert clip to insert into document.

- **HEADER AND FOOTER/AUTOTEXT:**

- View > Header and Footer > Write text in box > Click  to insert page number > Click  to insert number of pages > Click  to insert date > Click  to insert the time > Click  to switch between header and footer > Click Autotext and scroll for desired text.


Autotext:

- View > Toolbars > Autotext > All Entries icon > Scroll down for appropriate auto text.

- **LETTER WRITING FORMAT:**

- This is an example of the way a letter should be written. Notice the positions of the date, address, name, closing, and the spacing between paragraphs.

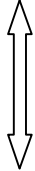
Letterheads:

- Open  > Public on 'seconapps' (P:) > Templates > double click on SECON LETTERHEAD



FREIGHT LOGISTICS

28th February 2007 ← **Date**



← **5-line space**

Mr. John Smith ← **Name of person**

Williamstown R.S.L. ← **Company**

128 Ferguson Street

Williamstown. Vic. 3016 ← **Address**



← **2-line space**

Dear John, ← **Persons name**

Re: Seminar held on 12th February 2007 (Optional Heading)

I would like to thank you very much for the hospitality shown to us when holding our seminar across the four days in February. The food was outstanding, generous portions, and the convenience of having the table set-aside just for our group made it easier for everyone to talk.



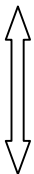
← **1-line space**

The staff were very attentive to our needs with all requests being met with a smile and efficient service. I will certainly keep the Williamstown R.S.L. in mind if we require a venue in the future, and would not hesitate in recommending you to other companies/people.



← **1-line space**

Yours sincerely, ← **Closing**



← **5-line space (Signature required)**

Anne Considine

Training Manager.

**Note: Spacing can be adjusted to accommodate length of letter.
Always check spelling, grammar and punctuation before sending.**

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280-288 BLACKSHAW'S ROA
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MAIL MERGE:

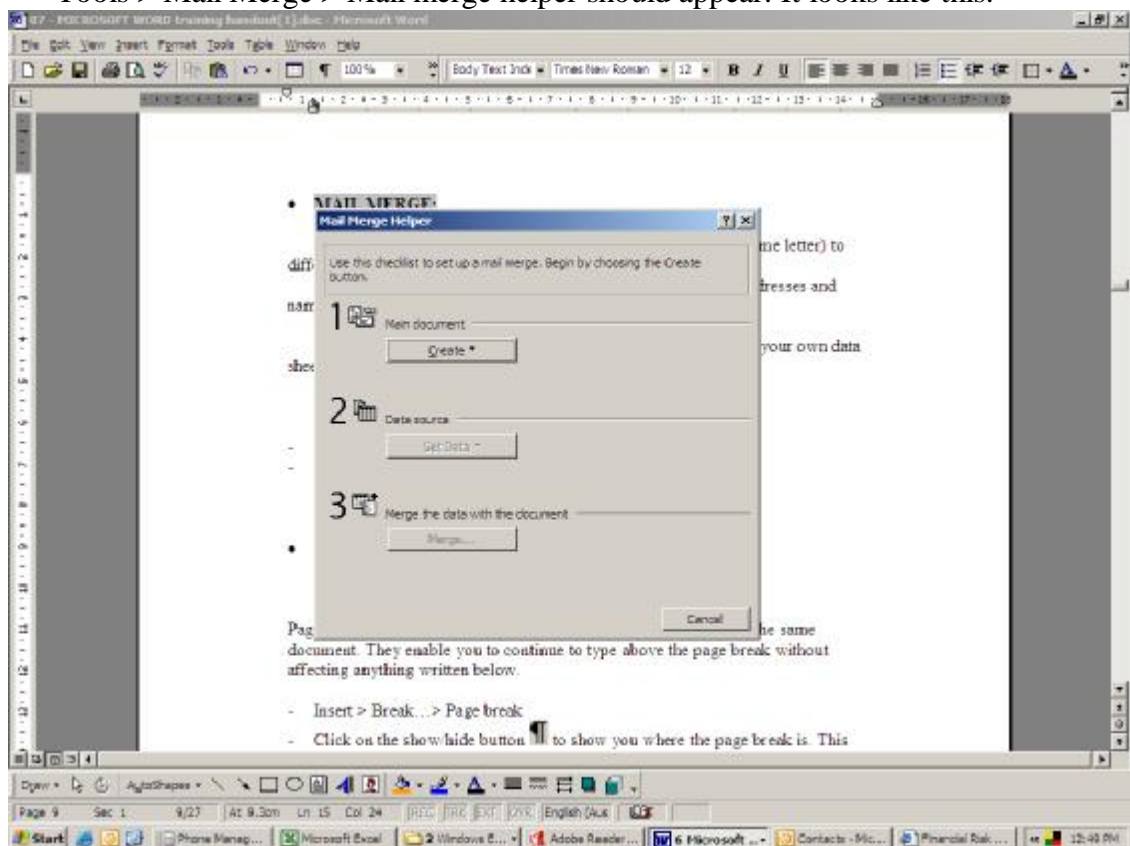
Mail Merge is used to help send multiple letters (must be the same letter) to different people at different locations easier and quicker.

It is designed to save you the time of writing down different addresses and names when sending a vast number of letters.

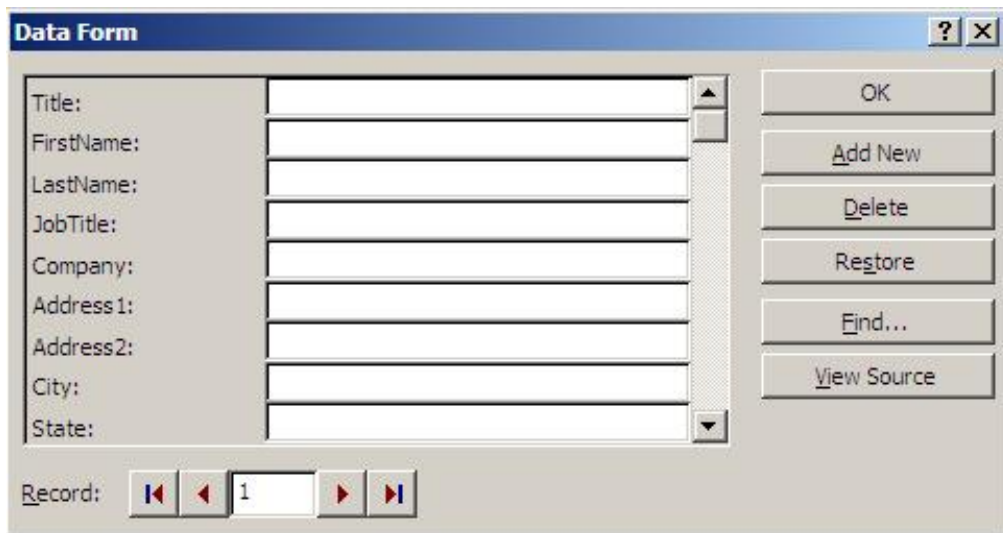
To do this, you must first have written your letter and designed your own data sheet for the Mail Merge to read and compute.


Designing your own data sheet:

- Have a list of your contacts that you wish to send the letter to.
- Tools > Mail Merge > Mail merge helper should appear. It looks like this:



- Click on Create > Form letter > Select 'Active window' (If you have the letter document currently open) or if you haven't written the letter yet, select 'New Main Document' (This will open a new blank document for you to write your letter and mail merge it)
- Select data source 'Get Data' > Select 'Create Data source' > Add or remove any field names you require > Click OK > Save to a folder where you will remember (name appropriately e.g. Mail merge addresses or clients, employees etc)
- Select 'edit data source' > A 'data form' appears and the screen should look like this:



- Select 'View Source' (A table will appear with the field names written on top)
- Select the 'data form'  (top left corner) again and fill in the table with the appropriate data of your contacts.
- Select 'Add New' to add more contacts > Click OK when finished.
- You should have 'new' icons in your toolbar above your screen. On the toolbar, it says 'Insert Merge Field'. Select this icon.
- Click on the Merge Field/s you wish to include in your letter in the order you wish for them to appear (remember to use spaces between merge fields).
> Select 'Tools' > Select Mail Merge > Select Merge > Select Merge again.
- The 'Formed' letter should now appear with all the correct details of the contacts you put into the data form.


You can also link your document to Microsoft Outlook contacts, merging all the details of your contacts list within Outlook into the document.

To do this, instead of creating a new data form, select 'Use Address Book' > Select 'Outlook Address Book' > then follow the steps as above with the Merge fields.

NB: It is best to save your data forms in groups that contain the contacts of the most common people you send letters to. Remember that all people within the data form will be merged into the document.

- **PAGE BREAKS:**

Page breaks help separate pages so you can start on a new page in the same document. They enable you to continue to type above the page break without affecting anything written below.


- Insert > Break...> Page break
- Click on the show/hide button  to show you where the page break is. This button shows everything that has been done on the document. From Enter, to

space bar, to page breaks. EVERYTHING. Use this tool when having trouble with word, as it may be a very simple problem to fix once it is visible.

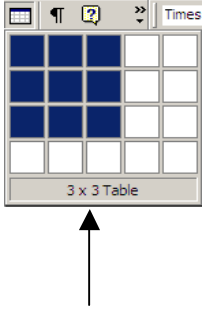
- **TABLES:**

NB: There are multiple ways of making a table in Word. You can use the icons in the toolbar, or you can go into 'Table' on the taskbar. You can choose your preferred method.

HOW TO CREATE A TABLE:

- Click  on the top toolbar. (if not set – View > Toolbars > Standard)

It should look like this



Move your mouse pointer over how many rows and columns you would like.

This picture shows a table being made with 3 columns x 3 rows

Left click the mouse... the table should appear like this:

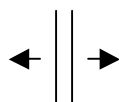
Another way of creating a table is:

- Table (on taskbar) > Insert > Table > Adjust number of rows and columns to desired amount > Click whether you want fixed width of columns, or auto fit to contents etc > OK.

ADJUSTING WIDTH OF COLUMNS/ROWS:

COLUMNS:

- Use the mouse cursor to hover over the column bar. The cursor should change to look like two vertical bars with two arrows pointing away to the left and right.



i.e. This is an enlarged version of what the cursor should roughly look like.

When the cursor changes to this state, left click and hold to drag the column bar to the left and right to reduce or increase the size of the columns.

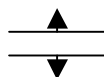
Distributing Evenly:

- Highlight the entire table and RIGHT click. Click ‘distribute columns evenly’ to make the table neat and presentable.
- To Autofit the table, right click a cell in the table without highlighting and select Autofit. Choose whether to fit table to contents, window, or to fix the column width. Try all to see which option suits your table.

* Remember you can always *undo* what you have just done.

ROWS:

- Same process as columns except you must put the cursor on the row bar instead of the column bar. The cursor should change to look like two horizontal bars with two arrows pointing away up and down.



i.e. This is an enlarged version of what the cursor should roughly look like.

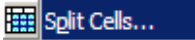
Distribute Evenly:

- Highlight the entire table and RIGHT click. Click ‘distribute rows evenly’ to make the table neat and presentable.
- Autofit is the same as columns, but when you press Enter, the rows should increase in size automatically.

SPLIT CELLS:

- This is the process where you can turn one cell into many cells. By RIGHT clicking on a cell, it gives you the option to split the cell.

Process:

- RIGHT click cell wanted for splitting > select  > Adjust number of columns and number of rows to be put in that cell > OK.

Cont.

BEFORE SPLIT:

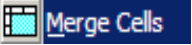
AFTER SPLIT:

1 cell has been split into 4 columns x 3 rows.

MERGE CELLS:

This is the process where you can merge 2 or more cells to become 1. By highlighting 2 or more cells and RIGHT clicking, it gives you the option to merge them together.

Process:

- Highlight 2 or more cells you wish to merge together to become 1 > RIGHT click the highlighted section > Click on  Merge Cells

Eg)


BEFORE MERGE:

AFTER MERGE:

3 cells have been merged to become 1 cell.

CREATING EXTRA COLUMNS:

Is adding another column to your table in only a few simple steps.

- Left click onto the table you wish to add a column > Table (on taskbar) > Insert > click Columns to the left / Right.
- After adding one column, an extra icon will appear on the toolbar that looks like . If you click this button, more columns will instantly appear.


Eg)

BEFORE EXTRA COLUMNS:

AFTER EXTRA COLUMNS:

CREATING EXTRA ROWS:

Is adding another row to your table in only a few simple steps.

- It is the same process for creating extra columns, however after Insert you click on 'Rows Above' or 'Rows Below' instead of columns.
- After adding one column, an extra icon will appear on the toolbar that looks like . If you click this button, more columns will instantly appear.

Eg)

BEFORE EXTRA ROWS:

AFTER EXTRA ROWS:

- **CHANGING CASE (Eg. from uppercase to lowercase):**

- Highlight with cursor desired text to be changed > Format > Change case > Select appropriate cASE.

A faster way of doing this is to...

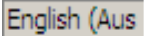
- Highlight with cursor the desired text to be changed > hold down Shift > press F3.

NB: When using CAPITAL LETTERS in a letter or email, it is read as if you are shouting at them. When used inappropriately, Capital letters can be offensive to some people. Use with care.

- **SPELL & GRAMMAR CHECK:**

SETTING TO ENGLISH (AUSTRALIA):

- Tools > Language > Set language > Select English (Australia)
- Alternatively:

- Double click where it says English (U.S), on the bottom of the screen > Select English (Australia). The icon at the bottom of the screen should now look like .

SETTING AUTO-CORRECT:

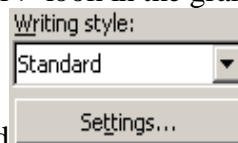
- Tools > Autocorrect > Autocorrect > Select which auto-corrections you would like to have by clicking the check boxes > OK

PERFORMING SPELL CHECK:

- Tools > Spelling and Grammar > Look over the suggestions given to you and decide whether to change what you originally typed, or ignore the suggestion to leave what you typed untouched.

CHANGING WRITING STYLES FOR SPELL CHECK:

- Tools > Options > Spelling & grammar > look in the grammar section to find



writing style: preselected with standard > Scroll down and choose preferred style (Casual, Standard, Formal, Technical, Custom).

- To view what each writing style checks for, click on settings > scroll down to find style, click on desired style. You can alter these styles as you like in this section.

• **ENVELOPES & LABELS:**

ENVELOPES:

- Tools > Envelopes and labels > Type in delivery address > Type in return address > before printing, insert envelopes into internal spool. (Observe the way the envelope should be facing in the preview given.) > Print.

NB: Font can be changed by clicking the options > Font, whilst being in the envelopes section.


LABELS:

- Tools > Envelopes and labels > Select 'Labels' tab > Type in address > Select whether single label or whole page of labels > Insert labels into manual feeder before printing > Print.

NB: Font can be changed by clicking the options > Font, whilst being in the labels section.

• **CUSTOMISE TOOLBAR:**

- View > Toolbar > Customise > Click on toolbars tab and click on the checkboxes to see what each toolbar gives you.

- If you like a toolbar, leave the check box ticked. If you don't like it, click again on the check box to un-tick.
- To customise your task bar with a few icons from every toolbar, click on the 'commands' tab > scroll down the list of the categories on the left > Click on a category eg. Edit. > Find a command you would like to be on your toolbar eg . Undo . > Click on the undo and drag it up to the toolbar. Let go of it when you are happy of its position.

- **BULLETS & NUMBERING:**


- Format > Bullets and numbering > Select appropriate bullet or numbering > OK

CUSTOMISE:

- After selecting your bullet or numbers, select customise on the bottom right > Choose the bullet character > Modify the indents > Click OK > OK.

- **UNDO:**

The undo button is very handy if you make a mistake because it will undo what you have previously done. It will save you many times from big mistakes if you know how to use it effectively.

- Customise toolbar so the undo button is visible (See Customise toolbar) > Click on the undo button  on the toolbar to undo what you have just done > Click it multiple times to undo multiple things you have done previously. It will undo in order of most recent to least recent.

- **DOUBLE-SIDED PRINTING:**

NB: Not all printers have this function, so make sure you select the appropriate printer before trying to select this function.

- File > Print > Select appropriate printing source > Properties > scroll through tabs > double sided printing > Long edge > OK > OK
- Once selected, instructions should appear on screen. Printing will begin, with every second page being printed.
- Once printer has stopped, feed paper upside down into the manual feeder. Press 'continue' on the printer.

- **CONDENSING FILES TO PDF FORMAT:**

Condensing files using pdfFactory is very helpful when trying to send documents via email, uploading files, and opening files because it reduces the size of the file, making it faster to view/send, and easier to store.

STEP 1:

ADDING PDFFACTORY TO YOUR PRINTERS LIST:

- Start (Bottom left) > settings > Control panel > Printers > Add printer > The Add printer wizard should appear like this



> Click Next > Select Network printer > Next > Select to find a printer in the directory > Next > Click Browse > Select 'Entire Directory' to choose from > In the 'name' section, type 'pdfFactory' > Find Now > Double click on the pdfFactory printer > Select that you don't want it as your default printer > Next > Finish.

STEP 2:

CONDENSING USING PDFFACTORY:

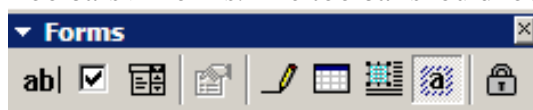
Select the appropriate file you wish to condense and open it > File > Print > Scroll down to change printer > Select pdfFactory > OK > A new window should open at the bottom of your screen > open the window > Click 'View PDF' > It should open up adobe reader to view the file > Click 'send' to send it as an email > Click save to save the condensed version of the file > click print to print it.

NB: The PDF format is a read only document and cannot be changed.









Be sure to change your printer back to its default setting after you have finished condensing, otherwise pdfFactory will remain as your printer.



- **CREATING FORMS (FORMS):**

- Ensure that you have 'forms' on your taskbar. If you do not, select View > Toolbars > Forms. The toolbar should look like this:



- **ab|** = A text form field. This is used to write text into the form field whilst the form is locked. It can be used for the suggestions area of a survey form.

-  = A check box. Can be used to mark items off in a checklist or survey etc.
-  = A drop-down form field. This can be used to put multiple items (e.g. Names) into the form field for people to choose from at a later date. The names drop down and can be selected when the form is locked.
-  = Form field options. This varies as to what sort of form field you are using. For instance if you are using the check boxes, you will have options as to what size the check boxes are, but different options if you are using the drop-down form fields.
-  = Draw a table. This gives you the option to draw tables and borders in your form sheet. It is the Tables and borders toolbar.
-  = Insert Table. This gives you the option of inserting a table into your form sheet.
-  = Insert a frame. This can be used to put a frame around text. Must be used before text is written.
-  = Form field Shading. This shades the form field grey so that it can be seen easily.
-  = Protect form. This locks the form and can't be edited unless the form is unlocked. It also allows the functions (i.e. check boxes, drop down form fields) to become accessible and usable. Unless this button is clicked, the functions will seem to be not working.

To try this out, click the check box  to make a check box appear. Try and check the box without selecting the protect form. It won't work. Now select the protect form  and try and check the box. It will work without a worry.

- **CREATING COLUMNS:**

Columns are seen most commonly in newspapers. They are pieces of writing written from left to right, and go down the page. This handout is written in a single column, however if I was to write in two columns, I would have a split down the middle of the page. E.g. This is an example of 3 columns



To do this, simply select Format > Columns > Select the type of columns you would like > where it asks 'apply to' Select either 'whole document' or 'this point forward' > begin writing in the columns.


The writing should stop at the margins given, and then proceed to the next line. Once you have reached the bottom of the page, your text will continue over into the next column.

Drop Cap (Making the Big Letter at the start of your work.):

To do this, select the sentence you would like to begin with a massive letter. Select Format > Drop Cap > Letter appears at beginning of sentence.

- **RETRIEVING MOST RECENT DOCUMENTS:**

To find your most recent documents, it requires no more effort than clicking the mouse few times.

Simply go to Start  > move your cursor to My Documents (Documents or Most Recent Documents – depending on your computer) > allow for the side menu to appear > select the recent document you would like to use.

- **TRACKING CHANGES:**

Tracking changes can be very useful when you want to edit a document, but show what you have edited. For example, if a colleague sends you a document to inspect that all is correct and structured properly, you are able to make the changes to the document whilst leaving the original document in tact. When you give the document back to the colleague, he is able to see the changes you have made, as well as decide whether to implement those changes, or keep his original document the way it was.

To do this, follow these steps:

Making changes:

1. Obtain a document you wish to make changes to.
2. Select tools > Track changes > highlight changes
3. Select 'track changes while editing'
4. Select options
5. Select your preferred method of tracking the changes.
6. Select OK > Select OK
7. Make the necessary changes to the document (you will notice your changes stand out from the rest of the document.)
8. Save

After the changes have been made, the person responsible for the document can choose whether to accept or reject the changes.

Accepting or rejecting changes:


1. Obtain the document that has the changes made to it.
2. Decide whether to accept or reject the changes
3. Select tools > Track changes > Accept or Reject changes
4. Change the view so you can see what the document looks like without the deleted highlighting, and also to view the original document.
5. Select either Accept, Accept all, Reject, or Reject all.

- **HYPERLINKS**

Hyperlinks are similar to attaching files to emails in that you can attach the address of a file to the word document, and when clicked, opens that file. It also is used to attach web addresses. When the web address is selected, it will open the web page that is linked to the hyperlink.

An example of this is when you type a web address and it changes colour to blue and underlined. This means that it has become a hyperlink and when selected with the mouse, will open that web page. Eg. www.google.com.au



To insert a hyperlink you can either type the web address you want to link with, or you can...

1. Select insert
2. Select Hyperlink  Hyperlink...
3. Type the file or web page name or select browse for a file/web page
4. When browsing for a file, simply find the file you are looking for, select it, and click OK
5. When browsing for a web page, it will open Internet explorer and you can search the Internet for your web page.


- **FORMAT PAINTER:**

Format painter is used to copy the format of previous formats throughout your word document. For example at the beginning of your document you have a format that includes bold typing, italics, blue shading and red lettering. Instead of selecting all these formats, you can use the format painter, which will copy the format you select and allow you to use it in another part of your document.

Format Painter (Standard toolbar)

Copies the format from a selected object or text and applies it to the object or text you click. To copy the formatting to more than one item, double-click , and then click each item you want to format. When you are finished, press ESC or click  again to turn off the Format Painter.

To do this, follow these steps:

1. Double click the format painter 

2. Highlight the item you want to copy
3. Highlight the item you wish to implement the formatting to.
4. Format should change immediately

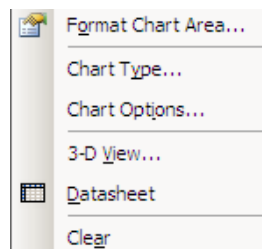
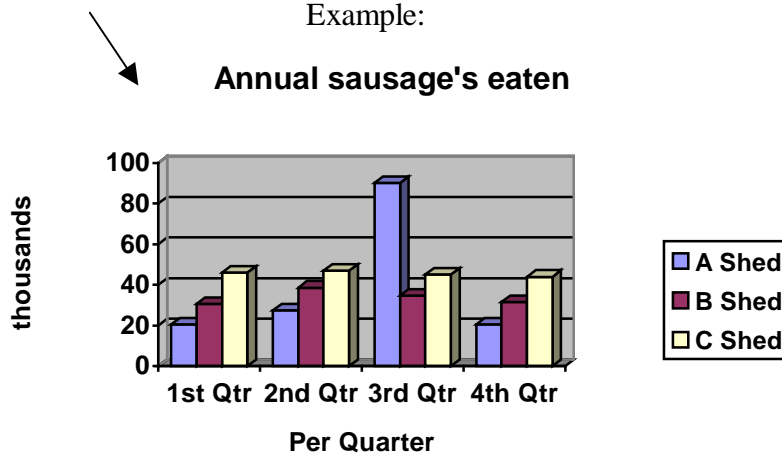
INSERTING GRAPHS:

Select Insert > Picture > Chart > Fill in the appropriate details in the columns, rows and legend > Select OK.

Adjusting the graph:

1. Double click the graph so it is selected and has the box around it.
2. Right click the empty space near the graph where the arrow is pointing.

Example:



3. A menu should appear looking like this
 - Select 'Chart Type' to change the type of graph e.g. to a pie chart.

Nb: Choose the chart that best represents the data you want to show, because not all the types of charts will show the data required.

4. Select chart options to include the chart title, the x and y-axis titles, to show the legend and where.
5. Select datasheet to change the data you have filled in
6. Select 3-D View to change the 2 dimensional charts into 3D, and to change the view of a 3-D chart.

FOOTNOTES / ENDNOTES:

Why use footnotes and endnotes?


Typically, footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document. You can include both



footnotes and endnotes in the same document — for example, you might use footnotes for detailed comments and endnotes for citation of sources. Footnotes appear at the end of each page in a document. Endnotes typically appear at the end of a document. (¹See below for an example of a footnote).

INSERTING COMMENTS:

You and the people who read your work can make annotations on the screen without changing the document text by typing comments, using **Insert Comment** on the **Reviewing** toolbar. When a comment is added, Word numbers it and records it in a separate comment pane. Word then inserts a comment reference mark in the document and shades the text that's commented on with light yellow.

Type a comment

1. Select the text or item you want to comment on, or click at the end of the text.
2. On the **Reviewing** toolbar, click **Insert Comment** .
3. Type the comment text in the comment pane at the bottom of the screen.
4. After you've inserted a comment, you can click **Close** to close the comment pane.

To	Do this
View a text comment in a ScreenTip	Rest the pointer over text shaded with light yellow.
View each comment in sequence	Click Next Comment  on the Reviewing toolbar.
View the previous comment	Click Previous Comment  on the Reviewing toolbar.
View the comments of a single reviewer	Display the comment pane by double-clicking the comment mark. (You must first make sure the comment mark is displayed by clicking Options on the Tools menu, clicking the View tab, and then selecting the Hidden text check box.) Click the name of the reviewer in the Comments From box at the top of the comment pane.
Locate a specific comment	Click Go To on the Edit menu. In the Go to what box, click Comment . In the Enter reviewer's name box, click the reviewer's name. Click Next until you find the comment you want.

¹ An example of a footnote.

Listen to a voice comment	In the comment pane, double-click the sound symbol for the comment you want to listen to.
Print comments when you print the document	On the File menu, click Print . Click Options , and then select the Comments check box.
Print only comments in a document	On the File menu, click Print . In the Print what box, click Comments .

CHARACTER AND LINE SPACING:

Character spacing is used to expand or condense the spacing between characters. To do this simply...

1. Select the text you want to change.
2. On the **Format** menu, click **Font**, and then click the **Character Spacing** tab.
3. Do one of the following:

To expand or condense space evenly between all the selected characters, click **Expanded** or **Condensed** in the **Spacing** box, and then specify how much space you want in the **By** box.

Adjust line or paragraph spacing

Line spacing is used to increase or decrease the spacing between each line. It can be helpful to increase the readability of the document.

1. Select the paragraphs in which you want to change line spacing or paragraph spacing.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Spacing**, do one of the following:

To change line spacing, select the options you want in the **Line spacing** box.

To add spacing before or after each paragraph, enter the spacing you want in the **Before** or **After** box.

DIFFERENT FONT TECHNIQUES:

Different font techniques allow you to change the way the font is displayed e.g. you can make the font flash, sparkle, Shimmer etc for a special effect.

To do this simply...

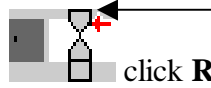
1. Select the font you wish to change the display of
2. Select the **Format** menu > Click **fonts** > Select **Text effects**.

3. Choose from the text effects available and click OK

TABS & INDENTS


Create a first-line indent

1. Select the paragraph you want to indent.



2. If you don't see the horizontal ruler, click **Ruler** on the **View** menu.
3. On the horizontal ruler, drag the **First Line Indent** marker to the position where you want the text to start.

or

4. You can use Click and Type to create a first-line indent. First, switch to print layout view or Web layout view. At the start of a new paragraph, move the I-beam pointer until you see the **Left Indent**  icon. Double-click, and then start typing your text. As you type, you'll see that Microsoft Word has set the first-line indent where you double-clicked.

or

5. For more precision in setting a first-line indent, you can select options on the **Indents and Spacing** tab (**Format** menu, **Paragraph** command). In the **Special** list under **Indentation**, click **First line**, and then set the other options you want. A preview shows the results of your adjustments, so you can experiment before making your final decision.

To adjust the tabs...

1. Select **Format > Paragraph > Select Tabs** (bottom left corner) Adjust the settings and default options as you desire.

SPLIT WINDOW:

Split window allows you to view the document through two separate windows. This will give you a chance to view what's at the top of the document whilst looking at the bottom.

1. Select **Window** menu
2. Select **Split**
3. Select where you want to place your Split window
4. To remove the split, Select **Window** menu > **Remove Split**.

BORDERS AND SHADING:

Borders and shading can increase the presentation of the document, and shading can also be used to highlight certain things, as well as help differentiate between important and unimportant text.

1. Select **Format**
2. Select **Borders and shading**
3. Choose either **borders** (borders around the paragraph or text), **page borders** (around the whole page or document) or **shading** tab
4. Adjust the options to suit your needs and Click **OK**.

WATERMARKS:

Depending on the printer you are connected to, most should be able to make a watermark.

With the Samsung ML – 3050 series PCL 6 ...

1. **File** menu
2. **Print**
3. **Properties**
4. Select the **Extras** tab
5. Select the type of watermark you want
6. Select **edit** if you want to change the angle or boldness of the watermark.
7. Select **OK** and then print


Another printer should be similar. You will find the watermarks usually in the **extras** tab.

HELP:

Help is a simple tool that, if used effectively, can help you become excellent at word and never have a problem again.

'Help' consists of software that enables it to communicate with you via question and answers. The Microsoft office assistant helps you with tips and hints on how to use Microsoft word. If it isn't visible, Select the 'help' menu > Select show the Office assistant. You can ask the Office Assistant a question and it will try to answer it.

To go into Microsoft help without using the office assistant, select the help menu > Microsoft Word Help > Select from the answer wizard (question and answer software) or from the contents page and manually search for what you need help with.

 what's this? Function...

This is found under the help menu. Click on this function, and then proceed to click the icon you are unsure about. It will inform you as to what the icon is and what it does.

Microsoft Word Glossary

<u>Alignment</u>	Alignment refers to the position of lines in a paragraph in relation to the document's left and right margins; i.e., whether they are left-aligned, centred, right-aligned, or justified (evenly spaced).
<u>Applying Styles</u>	Applying styles refers to the action of formatting paragraphs and text according to an existing style definition.
<u>Arrange All</u>	Use the Arrange All command on the Window menu to see all of the available windows at one time. The windows are arranged horizontally, which is helpful if you are working with two or more documents at the same time.
<u>Arrow Keys</u>	The arrow keys on the keyboard can be used to move the insertion point up and down line by line and right and left character by character. In a cell, when the last line or character is reached, the arrow keys will move the insertion point to the next cell.
<u>ASCII Text</u>	ASCII text, also known as plain text, can be created in such applications as Notepad. Unlike Word documents, ASCII documents cannot be formatted.
<u>AutoCorrect</u>	AutoCorrect continuously checks your document for misspelled and unrecognized words and for grammar errors. Right-click a word with a wavy red or green line beneath it to see a menu of alternatives.
<u>AutoFit</u>	Use the AutoFit command to format each column to the width of the widest entry in that column.
<u>AutoFormat</u>	AutoFormat is a feature that automatically changes text as you type. AutoFormat includes such formatting as numbered and bulleted lists, borders, capitalization, and common spelling errors.
<u>Automatic Numbering</u>	Automatic numbering refers to the application of sequential numbers to consecutive paragraphs. Typically, each numbered paragraph is an item in a list. When paragraphs are added to or deleted from a series of numbered paragraphs, the paragraphs will renumber automatically.
<u>AutoText</u>	AutoText refers to text and graphics that can be named, stored, and reused in Word documents.
<u>Background Printing</u>	Use the Background Printing option in the Printing Options area to have Word print the document "behind the scenes" while you continue to work in Word.
<u>BACKSPACE</u>	The [BACKSPACE] key on the keyboard is most often used to delete data to the left of the insertion point.
<u>Bold</u>	Bold characters appear on the screen in a higher intensity or in a different colour than surrounding text. Bold characters on the printed page appear as darker characters or makes them appear "fatter." Bold should be used for emphasis, but like all formatting characteristics, should be used sparingly.
<u>Book Icon</u>	Book icons contain groupings of Help topics according to main themes or ideas. These books can contain sub-books as well as topics. Books are opened and closed by double-clicking them.
<u>Borders</u>	Borders are boxes that are placed around text, pages, and tables. Borders add emphasis or decoration to the enclosed data, and they can be in any number of formats.
<u>Break Dialog Box</u>	The Break dialog box allows you to insert a page, column, or section break in a document and specify the type of section break to be used.
<u>Browse</u>	Use the Browse feature to look through a document using its elements. For instance, you could look for specific text, the next or previous table, a specific page, the next or previous heading, or the next or previous footnote.
<u>Bullets</u>	Bullets are special characters or symbols that are used to set off a paragraph. Typically, each bulleted paragraph is an item in a list, and it consists of the bullet symbol and indenting to set the bullet apart from the text.
<u>Catalog</u>	Catalog refers to a type of document created in Mail Merge that contains multiple records per page.
<u>Cell</u>	A cell is the intersection of a row and a column in a table.
<u>Cell Height</u>	Cell height is the space between the top and bottom borders of a cell.

<u>Cell Width</u>	Cell width is the space between the left and right borders of a cell.
<u>Centre Alignment</u>	With centre alignment, each line of a paragraph is centred between the left and right margins or indents.
<u>Centering</u>	Centering is the placement of a line of text in the centre of the screen or page where the left-most and right-most characters in the line are the same distance from the left and right margins.
<u>Character Style</u>	Character styles are represented by an underlined "a" on the Style list. Character styles store all the formatting for a single character. They can be applied to one or many characters within a paragraph without affecting the entire paragraph.
<u>Click-and-drag</u>	To click-and-drag, press the left mouse button and keep it down while you move the mouse on the mouse pad.
<u>Click-and-hold</u>	To click-and-hold, hold the mouse steady, press the left mouse button, and keep it down until you have performed the action you want.
<u>Clip Art</u>	Clip art consists of pre-designed images that can be placed within a document.
<u>Close</u>	Use the Close command on the File menu to complete your work on a document and put it away without leaving Word.
<u>Collate</u>	Use the Collate option in the Copies area to have Word print complete, multiple-page documents before printing any subsequent copies of the same document.
<u>Columns</u>	In a document, columns refer to the formatting of text so that it flows side-by-side on a page like a newspaper.
<u>Contents And Index</u>	Use the Contents and Index command on the Help menu to access various kinds of help about Word.
<u>Contents Card</u>	The Contents card contains book icons that display Help topics organized by category.
<u>Context-sensitive Help</u>	Context-sensitive means that the information provided relates specifically to the command or operation that you are working on. Word provides several kinds of context-sensitive help.
<u>Continuous Section Break</u>	Use the Continuous command in the Break dialog box to establish that the section that follows does not necessarily begin on a new page.
<u>Copies</u>	The Copies area allows you to specify the number of copies to print by typing the number in the Number of copies text box.
<u>Copying Drag-and-drop Mouse Pointer</u>	The northwest arrow becomes the copying drag-and-drop mouse pointer when you [CTRL+Click-and-drag] a selected item from one location to another.
<u>Courier New</u>	Courier New is a monospaced font that is available on every Windows-based computer.
<u>Crop</u>	Crop describes the editing of a graphic by trimming off unwanted portions of the image.
<u>CTRL+Click-and-drag</u>	Use [CTRL+Click-and-drag] to copy information without using the Windows Clipboard.
<u>Current Document</u>	The current, or active document is the document you see on the Word screen.
<u>Data Form</u>	A data form is a dialog box that allows you to view and edit individual records in a database.
<u>Data Source</u>	A data source contains the information from which a merged document is created. The data source is merged with a main document, which specifies the kind of output required.
<u>Database</u>	A database is a collection of organized information.
<u>Database Field</u>	A field is a specific category of information in a database. Some examples of possible fields are Name, Telephone Number, and Address.
<u>Default</u>	Default means standard. Default settings are the settings that Word uses unless you ask it to use other settings.
<u>Delete Rows</u>	Use the Delete Rows command on the Table menu to delete selected rows in a table.

<u>Dictionary</u>	Word uses two kinds of dictionaries in tandem: a main dictionary and a custom dictionary. The main dictionary cannot be altered. You can add words to your custom dictionary.
<u>Document</u>	A document is any data file that is created by a specific application.
<u>Document Field</u>	A field is an area in your document where a specific type of data is entered or calculated.
<u>Document Icon</u>	Use the document icon in Help windows to open the Help document about the topic.
<u>Double-click</u>	To double-click; hold the mouse steady while you press the left mouse twice quickly.
<u>Double-click Selections</u>	Double-clicking a word will select the entire word. Double-clicking in the selection bar will select an entire paragraph.
<u>Drag-and-drop</u>	Drag-and-drop is a feature that allows you to move or copy information without using the Windows Clipboard. To use it, you simply drag a selected item from one location to another. It is best used for moving or copying small items short distances.
<u>Drag-select</u>	Use drag-select to select text. With the I-beam mouse pointer, click before the text you want to select, and drag to the end of the text you want to select. The selected text appears highlighted (with a dark background) and is ready to be changed.
<u>Drawing Objects</u>	Use the Drawing Objects option in the Include with Document area to have Word also print drawing objects that have been created in or inserted into your document. If you don't need to print the graphics in your document, turn this feature off to print faster and save ink or toner.
<u>End-of-document Marker</u>	Seen in some views, the end-of-document marker is a horizontal bar near the left margin of the document that indicates the end of the document.
<u>Envelopes</u>	Envelopes refers to a type of document created in Mail Merge that contains only one record per page.
<u>Exit</u>	Use the Exit command on the File menu to close all documents and leave Word entirely.
<u>Field</u>	A field is an area in your document where a specific type of data is entered or calculated.
<u>File List</u>	The file list appears under the Look in text box in the Open dialog box, and shows the documents or folders in the current folder.
<u>File Name</u>	Word assumes that you want to use the first line of your document as its file name, and places this text in the File name text box in the Save As dialog box.
<u>File Name Text Box</u>	Use the File name text box in the Open dialog box to enter the name of the document you want to open.
<u>Files Of Type Box</u>	Use the Files of type box in the Open dialog box to specify the type of file that you want to open. Use the down-arrow to open a list of common file types.
<u>Find And Replace Dialog Box</u>	Use the Find and Replace dialog box to find or replace words, phrases, or other characters in the document, or to go to a specific spot in the document.
<u>Find Card</u>	The Find card contains a database of all the words found in the Help topics, allowing you to search for help by using key words or phrases.
<u>Find In Field Dialog Box</u>	The Find in Field dialog box allows you to search for specific data in a field from within a data form.
<u>Float Over Text</u>	Use the Float over text option to create a floating picture. The picture can be placed anywhere on the page, and is not dependent upon the text on the page. This is the default setting when you insert a picture into a document.
<u>Folder</u>	A folder is an area on the disk that can contain files and subfolders that are usually related by type, purpose, or application.
<u>Font</u>	A font is a style and size of type, such as Times New Roman, 12 point, bold. A font is a set of all the characters available in one typeface and size, including uppercase and lowercase letters, punctuation, and numerals
<u>Font Formatting</u>	Font Formatting changes the appearance of the text. Font formatting includes enhancements such as

	Roman, Arial, and Courier).
<u>Footer</u>	A footer is the contents of an area located within the bottom margin of a page
<u>Form Letters</u>	Form Letters refers to a type of document created in Mail Merge that contains only one record per page.
<u>Format Painter</u>	Format Painter is a Word command that allows you to copy the formatting of one paragraph and apply it to another paragraph.
<u>Format Picture Dialog Box</u>	Use the Format Picture dialog box to define the size, position, colour, or contrast of the selected picture, or to set how the text wraps around the picture in the document.
<u>Formatting Toolbar</u>	Located under the standard toolbar, the formatting toolbar gives quick access to various formatting commands and functions such as font type and style and text alignment.
<u>Formulas</u>	Word allows you to perform simple calculations that follow the syntax of Excel formulas. If you need to perform more complex calculations, you can also insert an Excel worksheet into Word.
<u>Frame</u>	A frame is a container for text and graphics that can be placed anywhere within a document, including the margins, and which forces existing text to wrap around it.
<u>Full Screen View</u>	Full Screen view, available on the View menu, provides full-screen access to the document by hiding Word's non-document areas such as the menu bar and toolbars. When you select Full Screen view, Word opens the Full Screen toolbar that you can use to return to the last view you were using before selecting Full Screen view.
<u>Graphics</u>	Graphics are images such as clip art, word art, graphs, and charts.
<u>Grid Setting</u>	Use the Grid setting on the Borders card of the Borders and Shading dialog box to apply a grid effect to a table.
<u>Gridlines</u>	Use the Gridlines command on the Table menu to display thin dotted lines around the cells of a table. Gridlines do not print.
<u>Hand Mouse Pointer</u>	The mouse pointer becomes a hand mouse pointer when you point to a hot spot. It is an indication that you can click the hot spot to get more information about the topic.
<u>Hard Return</u>	You can force Word to end a paragraph and move to the next line by pressing [ENTER]. When you press [ENTER], you insert a hard return.
<u>Header</u>	A header is the contents of an area located within the top margin of a page.
<u>Header And Footer Toolbar</u>	The Header and Footer toolbar allows for easy access to the primary tools for editing headers and footers.
<u>Heading Styles</u>	Heading styles refers to the nine predefined styles, called Heading 1 through Heading 9, that determine the size, numbering, and position of document headings and which are an important aspect of document organization.
<u>Headings</u>	If a table breaks to two or more pages, headings can be applied so that they appear at the top of each page.
<u>Hot Spot</u>	A hot spot is a green word or phrase that can be used to open help about the word or phrase. Click a hot spot with a solid underline to open a help document about the phrase. Click a hot spot with a dotted underline to open a pop-up window about the phrase.
<u>I-beam Mouse Pointer</u>	The mouse pointer turns into an I-beam mouse pointer when it is within the document area. Use the I-beam mouse pointer to place the insertion point in a document.
<u>Indentation</u>	An indentation is an amount of space measured from the page margin that is applied to a paragraph or an area of a document.
<u>Indents and Spacing Card</u>	The Indents and Spacing card in the Paragraph dialog box allows you to apply various measurements and other options to selected paragraphs.
<u>Index Card</u>	The Index card contains the titles of Help topics and subtopics that are organized alphabetically, like an index in a book.

<u>Inline Picture</u>	Use an inline picture when you want the picture to be connected to the text around it, so that when you insert or remove any text in the document, the picture moves with its text. To define a picture as an inline picture, you turn off the Float over text option.
<u>Insert Mode</u>	Type using the Insert mode to insert text in the existing document. Insert mode is the default mode of Word 97.
<u>Insert Rows</u>	With the insertion point within an existing table, use the Insert Rows command on the Table menu to create a new row above the current row.
<u>Insertion Point</u>	An insertion point is the place where text or graphics will appear in the document. It point is the flashing vertical bar that indicates the current position in the document.
<u>Italic</u>	Italic characters appear on the screen slightly tilted to the right. Italics is usually used to provide special emphasis to text.
<u>Justification</u>	Justification determines how lines and characters within those lines are printed. With full justification, all lines start at the left margin and end at the right margin.
<u>Justified Alignment</u>	With justified alignment, all but the last line of a paragraph is aligned with both the left and right margins or indents. To accomplish this, Word adjusts the spacing between words, which can result in uneven and "loose" spacing.
<u>Keep Lines Together</u>	Use the Keep Lines Together command to prevent Word from breaking a paragraph between pages.
<u>Keep With Next</u>	Use the Keep With Next command to prevent a page break between the paragraph and the paragraph that follows it.
<u>Last Modified Box</u>	Use the Last modified box in the Open dialog box to specify that only files that have been saved during a certain time period should be seen. Use the down-arrow to open a list of common time periods; e.g., last week and last month.
<u>Left Alignment</u>	Left alignment is Word's default alignment for body text. The left side of the paragraph is aligned with the left margin or indent, and the right side is "ragged."
<u>Left Justification</u>	Left-justified text starts at the left margin and wraps all text at the right margin to form a ragged appearance.
<u>Line Between</u>	Use the Line Between command in the Columns dialog box to add a vertical line between two or more text columns.
<u>Line And Page Breaks Card</u>	The Line and Page Breaks card in the Paragraph dialog box allows you to apply various pagination and other options to selected paragraphs.
<u>Line Spacing</u>	Line spacing refers to the number of lines used by each line of text. In single-line spacing, each line of text is followed by another line of text, and there are no blank lines in between. In double-line spacing, each line of text is followed by a blank line.
<u>List Box</u>	A list box is a box that contains a list of available choices, such as files or field names.
<u>Look In Text Box</u>	The Look in text box in the Open dialog box lists the current folder and can be used to show other disks or folders on the system.
<u>Mail Merge</u>	Mail Merge refers to the process of combining a data source, and a main document to produce a unique output.
<u>Mailing Labels</u>	Mailing Labels refers to a type of document created in Mail Merge that contains multiple records per page.
<u>Main Document</u>	A main document is a type of document available in Mail Merge, such as form letters, mailing labels, and envelopes, that can be combined with a data source to produce unique outputs.
<u>Margin</u>	The margin is the amount of blank space, usually measured in inches or characters, above and below and to the right and left of the main body of a document.
<u>Margins</u>	Margins are the areas that border the printed portion of a page along its top, sides, and bottom.
<u>Margins Card</u>	

	measure the distance in inches from the edges of the paper.
<u>Marquee-select</u>	Marquee-selecting is the process of clicking-and-dragging the mouse pointer over a group of objects until a dotted line forms a box around it.
<u>Memo Wizard</u>	The Memo Wizard helps you create a memo by asking you a series of questions regarding the kind of memo you want to create.
<u>Menu Bar</u>	The menu bar contains the names of Word's menus and is used to navigate through their commands.
<u>Merge Cells</u>	Use the Merge Cells command on the Table menu to combine selected cells in a row. This results in a single cell with the combined width of the original cells.
<u>Merge Field</u>	A merge field is a placeholder inserted into a main document that instructs Word where to put information that comes from a data source during a mail merge.
<u>Monospaced Font</u>	Monospaced fonts are made up of characters of equal width and were developed for typewriters. Courier New is a common monospaced font.
<u>Mouse Pointer</u>	A mouse pointer is a screen element that corresponds to the spot where you are rolling the mouse. The mouse pointer can change depending on the current action.
<u>Move With Text</u>	Use the Move with Text command in the Frame dialog box to specify that when text around a frame is moved, the frame should move with it.
<u>Moving Drag-and-drop Mouse Pointer</u>	The northwest arrow mouse pointer becomes the moving drag-and-drop mouse pointer while you are dragging a selected item from one location to another.
<u>Non-printing Characters</u>	Non-printing characters are those elements that can be seen in the document area of the screen, but that cannot be printed; e.g., paragraph marks, spaces, tabs, and gridlines.
<u>Normal Style</u>	Normal style refers to the default text style that Word uses as a basis for defining all other styles.
<u>Normal View</u>	Normal View is Word's default document view and is the most practical view for performing such routine functions as typing, editing, and formatting.
<u>Northeast Arrow Mouse Pointer</u>	The mouse pointer becomes a northeast arrow mouse pointer when it is placed in the selection bar in the left margin of the document.
<u>Northwest Arrow Mouse Pointer</u>	The mouse pointer becomes a northwest arrow mouse pointer when it is placed over a menu item, toolbar button, scroll bar, or other non-document area.
<u>Office Assistant</u>	The Office Assistant gives you tips as you work, and it can be used to get help about Word.
<u>Online Layout View</u>	Online Layout View is better for viewing documents on-screen. It shows the document map which makes it easy to move around in the document.
<u>Open Dialog Box</u>	Use the Open dialog box to access an existing document so that you can open it in Word.
<u>Outline View</u>	Outline View provides a structured view of the document, arranging its contents according to heading levels and opening the Outlining toolbar for modifying the document's organization.
<u>Option Button</u>	An option button in a dialog box is a round button that is used to select one of several mutually exclusive commands.
<u>Overtyping Mode</u>	Overtyping mode is the level of operation in Word where what you type replaces existing characters. Overtyping mode is activated by pressing [INSERT].
<u>Page Break Before</u>	Use the Page Break Before command to force Word to insert a page break before the paragraph
<u>Page Layout View</u>	Page Layout View shows the document's margins, headers and footers, frames, and other elements, thus providing a more accurate representation of what a document will look like when it is printed.
<u>Page Setup Dialog Box</u>	The Page Setup dialog box allows you to change the margin settings and layout of a document as well as to determine the paper size and the paper source for the printer.
<u>Paragraph</u>	A paragraph in Word begins where you start typing, and it ends where you press [ENTER].

<u>Paragraph Formatting</u>	Paragraph formatting includes formatting options such as text alignment, indents, tabs, margins, and justification.
<u>Paragraph Mark</u>	The paragraph mark stores all the formatting styles for that particular paragraph and applies those styles to the text preceding it.
<u>Paragraph Style</u>	Paragraph styles are represented by the paragraph mark on the Style list and are more common than Character styles. When you apply a Paragraph style, the characteristics of that style are applied to the entire paragraph.
<u>Picture Toolbar</u>	The Picture toolbar contains buttons that you can use to format the selected picture. The toolbar appears, usually under the Formatting toolbar, when you insert or select a picture in a document, and it closes when you deselect the picture.
<u>Point</u>	Pointing is the action of placing the mouse pointer over the desired object or text.
<u>Pop-up Window</u>	When you click a dotted-line hot spot, a separate window "pops up" on your screen. When you are done reading the information in the pop-up window, you can click anywhere to close it.
<u>Position</u>	Use the Position drop-down lists in the Frame dialog box to establish the horizontal and vertical positions of a frame relative to another part of the document.
<u>Preview Area</u>	In the Font dialog box, the Preview area displays an example of the selected font. Many dialog boxes in Word contain similar Preview areas.
<u>Print Preview</u>	Print Preview in Word allows you to see how your document will look on the page before it is printed.
<u>Print Range</u>	The Print range area allows you to specify parts of the document to print. The All option prints the entire document. The Current page option prints the page where the insertion point is located. The Pages option allows you to specify which pages to print by typing their page numbers.
<u>Printer Font</u>	Printer fonts are fonts that are typically installed with your printer. Printer fonts cannot be scaled to any size, and they may not look on the screen as they will in the printed document.
<u>Printer Name Drop-down List</u>	Use the Printer Name drop-down list to choose a printer to use from among the installed printers.
<u>Proportionally Spaced Font</u>	Proportionally spaced fonts contain characters of differing widths. Typically, the widest character is the capital M and the narrowest is the lowercase l. Most fonts are proportionally spaced.
<u>Protected Form</u>	A protected database form allows you to enter data, but prevents the labels, design, and field names from being changed. You can turn the protection off when you need to make changes.
<u>Query</u>	A query is a request for information in a database. For example, a user might request "all sales orders with a quantity greater than five".
<u>Query Filter</u>	Query Filter refers to a process available in Mail Merge that allows you to specify that only certain records from a data field be merged.
<u>Query Sort</u>	Query Sort refers to a process available in Mail Merge that allows you to specify the order in which the records of a data field are merged.
<u>Question Text Box</u>	The question text box appears at the bottom of the Office Assistant "What would you like to do?" pop-up window.
<u>Quick View</u>	Use the Quick View command on a file's shortcut menu to preview an unformatted version of the particular file. Quick View is an optionally installed feature of Windows.
<u>Record</u>	A record is a set of information contained in a database. For example, a company might keep a database containing client records. Each record would contain a variety of information such as name, phone number, and address.
<u>Relative To</u>	Use the Relative To drop-down lists in the Frame dialog box to establish that the horizontal and vertical positions of a frame be relative to either a margin, page, or paragraph.
<u>Replace Card</u>	Use the Replace card in the Find and Replace dialog box to replace a word, phrase, or special characters with other words, phrases, or characters.

<u>Right Alignment</u>	With right alignment, the right side of the paragraph is aligned with the right margin or indent, and the left side is "ragged."
<u>Rows</u>	In a table, a row is a horizontal series of cells.
<u>Rulers</u>	The rulers are located below the formatting toolbar and on the left side of the screen. They are used to place and show tabs, margins, indents, and cell dimensions.
<u>Save A Document</u>	If you want to use a document again, you should save it on a disk. When you save a document, you name it and tell Word where you want to store it.
<u>Save As</u>	Use the Save As command on the File menu to open the Save As dialog box if you want to save the current document under a new name or store it in a different folder or disk while also keeping the original version.
<u>Save As Dialog Box</u>	Use the Save As dialog box to save the current document for the first time, save the current document under a different name, or save the current document in a different folder or on a different disk.
<u>Scaling</u>	Scaling describes the resizing of a graphic proportionally by width and height.
<u>Screen Element</u>	A screen element is an object on the screen, such as a button or a ruler. Screen elements will vary between the different Word views.
<u>Scroll Bar</u>	The scroll bar is a panel for moving the display horizontally or vertically within a window.
<u>Scroll Bar Arrows</u>	The scroll bar arrows, located at the ends of the scroll bars, may be clicked to slowly move the view within a window up, down, or across.
<u>Scroll Box</u>	The scroll box is the box within a window's horizontal or vertical scroll bar that indicates your position within the window. Use it to navigate windows horizontally and vertically in very large increments by clicking-and-dragging them along the scroll bar.
<u>Scrolling</u>	Scrolling is the act of moving up and down (vertical scrolling) or across a window (horizontal scrolling) using the scroll bars, the scroll arrows, or the scroll boxes.
<u>Section</u>	A section is a part of a document defined by a section break that can contain Page Setup options, headers and footers, and other formatting such as text columns that are independent of other parts of the document,
<u>Section Break</u>	Section breaks are inserted using the Break dialog box, which is accessible by clicking Break on the Insert menu.
<u>Select</u>	In order to work with an object, you must first select or activate it. One way to select an object is by clicking it with the mouse.
<u>Selecting</u>	Selecting is highlighting an object or data in order to perform a command or operation.
<u>Selection Bar</u>	The selection bar is an unmarked area in the left margin of a document that allows for easy data selection. When you click within the selection bar, you select the line directly to the right of the mouse pointer.
<u>Shading</u>	Shading is a Word option that lets you apply varying degrees of grayness as well as patterns to the backgrounds of selected text.
<u>Shading Color</u>	Shading color is the percentage or type of shading applied to a selected paragraph, table cell, or frame.
<u>SHIFT</u>	The [SHIFT] key on the keyboard is used in conjunction with other keys and mouse actions to capitalize letters and perform various commands and functions.
<u>SHIFT+Click Selection</u>	Click to place the insertion point where you want to begin your selection, then [SHIFT+Click] the location where you want to end your selection. The area in-between will become selected.
<u>SHIFT+TAB</u>	In a table, [SHIFT+TAB] moves the insertion point to the previous cell in a row.
<u>Shrink-To-Fit</u>	Shrink-To-Fit is a Word command, available in Print Preview mode, that can reduce the pages of a document by adjusting its spacing and formatting.
<u>Size</u>	Size refers to the width and height of a graphic.

<u>Sizing Handles</u>	Sizing handles are the eight small, black squares that appear at each corner and along the sides of a selected graphic. Dragging a sizing handle resizes the graphic.
<u>Soft Return</u>	When text is wrapped to the next line, Word enters a soft return at the end of the first line.
<u>Sort</u>	Sort refers to the function of putting records in a certain order. For example, you could sort records alphabetically by last name.
<u>Sorts</u>	Word allows you to sort information by as many as three table columns at once. For example, you can sort by Name, then by Order Number, then by Order Date in one action.
<u>Spacing</u>	Spacing refers to the space above and below a paragraph. Spacing is measured in points.
<u>Spelling And Grammar Dialog Box</u>	Use the Spelling and Grammar dialog box to fix spelling or grammar errors or to add words to the spelling dictionary.
<u>Spelling And Grammar Options</u>	Set the grammar and spelling rules on the Spelling and Grammar card in the Options dialog box.
<u>Standard Toolbar</u>	Located under the menu bar, the standard toolbar gives quick access to various often used commands and functions such as opening, saving, and printing files.
<u>Start Button</u>	Use the Start button on the Taskbar to show the Start menu to open applications.
<u>Status Bar</u>	Located at the bottom of the window, the status bar contains information about many formatting options such as current font, insert and overtype mode, and page number.
<u>Status Box</u>	The status box is an informational panel on one end of the Taskbar that provides information about the system.
<u>Style Gallery</u>	The Style Gallery, opened from the Format menu, allows you to preview the styles associated with the current template as well as other templates.
<u>Subfolder</u>	Subfolders are folders within or under folders that are used to organize the files inside the folders.
<u>Suppress Line Numbers</u>	Use the Suppress Line Numbers command to keep line numbers from appearing next to lines in selected paragraphs in sections of a document that use line numbering.
<u>Symbol Font</u>	Symbol fonts contain special characters that are not part of the alphabet. A common example of a symbol font is Wingdings.
<u>Tab</u>	Tab is the key you press to move the insertion point to the next indicated tab stop. Word automatically sets tabs every half inch.
<u>Tabs</u>	Tabs are the titles of the cards found in some dialog boxes. Clicking one brings that card to the front.
<u>Tab Stop Selector</u>	The tab stop selector on the ruler allows you to choose between left-aligned, right-aligned, center-aligned, and decimal-aligned tab stops.
<u>Table AutoFormat</u>	Use Table AutoFormat on the Table menu to apply borders, fonts, colors, and shading to a table by choosing one of the preset formats.
<u>Tables And Borders Toolbar</u>	Use the Tables and Borders toolbar to select and apply various border styles, or to create and format tables.
<u>Table Columns</u>	In a table, a column is a vertical series of cells.
<u>Taskbar</u>	The Taskbar is a panel on the Desktop that contains the Start button, the Tray, and task buttons that correspond to any open windows.
<u>Template</u>	A template is a preformatted document that serves as a model for other documents. Templates include common formats such as addresses and date entries and allow you to create professional looking letters, memos, reports, and other documents easily.
<u>Text Boundaries</u>	Use the Text boundaries command on the View card of the Options dialog box to display dotted lines around page margins, text columns, and other areas of the document.

<u>Text Flow Card</u>	The Text Flow card in the Paragraph dialog box allows you to apply various pagination and other options to selected paragraphs.
<u>Text Or Property Box</u>	Use the Text or property box in the Open dialog box to enter text for finding all files that contain that text. You must enclose the entered text in quotation marks.
<u>Text Wrapping</u>	Choose a Text Wrapping option in the Frame dialog box to specify whether text should move around the edges of a frame or stop above the frame and resume below the frame.
<u>Times New Roman</u>	Times New Roman is a serif font that is available on every Windows-based computer. Word's default font is Times New Roman.
<u>TipWizard</u>	The TipWizard offers a Tip of the Day when you start Word and provides more efficient ways to complete tasks as you perform them.
<u>Title</u>	The memo title will appear at the top of the memo and can appear in the header of each page of the memo.
<u>Title Bar</u>	The title bar shows you the name of the current document and contains the standard Windows control buttons.
<u>Toolbar</u>	A toolbar is a group of tools of usually related functions. Toolbars can contain buttons, menus, or combinations of both that can be used to quickly perform actions in Word.
<u>ToolTip</u>	A ToolTip is a descriptive text box that appears when the mouse pointer is held over a tool, button or other object.
<u>Trace</u>	Tracing is the process of navigating through an open menu by moving the mouse over menu items.
<u>Triple-click</u>	To triple-click, hold the mouse steady while you press the left mouse three times quickly.
<u>Triple-click Selections</u>	Triple-clicking a word will select the entire paragraph in which it appears. Triple-clicking in the selection bar will select the entire document.
<u>TrueType Font</u>	TrueType fonts are fonts that are installed with Windows. They can be scaled to any size and look on the screen much as they will in the printed document.
<u>Truncated</u>	Truncated text is the shortening or abbreviation of text due to limited display space.
<u>Tool</u>	A tool is a shortcut button, usually shown on a bar near the top of a window, that provides quick access to a commonly used command.
<u>Underline</u>	Underlining places a thin line beneath selected text. It is used primarily for emphasis, but not as often as bold or italic
<u>View</u>	There are four views available in Word: Normal, Page Layout, Online Layout, and Outline. Some show you how the document will look when it is printed, and some make working in Word quick and easy.
<u>View Buttons</u>	The View buttons allow you to switch between the most common Word views.
<u>What's This?</u>	Choose the What's This? command on the Help menu to activate the Help mouse pointer.
<u>Window Menu</u>	The Window menu provides a list of all the available windows and allows you to switch to any of them or arrange all of them so that they can be seen at one time.
<u>Widow/Orphan Control</u>	Use the Widow/Orphan Control command to prevent Word from placing the last line of a paragraph at the top of a page (widow) or the first line of a paragraph at the bottom of a page (orphan).
<u>Windows Clipboard</u>	The Windows Clipboard is a holding place in a computer's memory where data is stored after you use the Cut or Copy command.
<u>Wizard</u>	A wizard is a feature of Microsoft applications that lets you work through a series of dialog boxes to help you complete a task.
<u>Working Screen</u>	When you start Word, the application opens to the working screen. The screen contains the application window, the document window, and tools for using Word successfully.

<u>Wrapping Text</u>	Wrapping text is an automatic feature of Word. When you reach the end of a line while typing, Word forces the text to break onto a new line.
<u>Writing Style</u>	Use the various writing styles to define the grammar rules for checking grammar. Choose from casual, standard, formal, or technical styles, or create your own custom style. You also can change the rules that each style uses to check the grammar