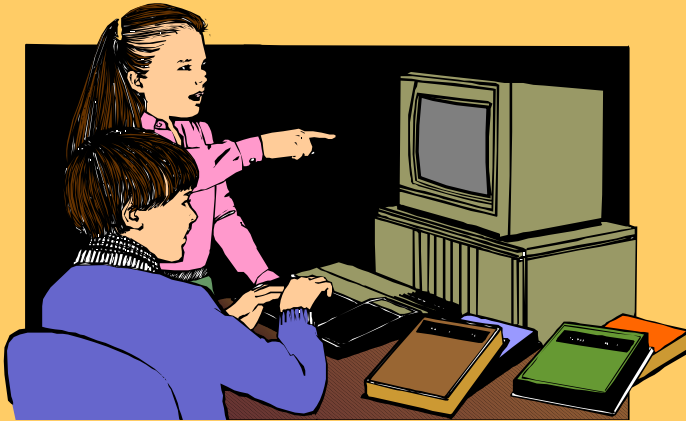# Microsoft Word XP (2002)

Creating & Editing Documents

Edited by Sahid
Yogyakarta State University

Adopted from:
http://www.course.com/downloads/newperspectives/officexp/index.html

31 Maret 2009

Creating New Document

MS Word already running:

- Click **File ➔ New**,
- Click the **New Document (** ▯ **)** icon on the **Standard Toolbar**, or
- Press together **[Ctrl]+[N]** keys.

MS Word is not running yet:

- Start MS Word, or
- Click the **New Office Document** on the Office Toolbar (if exists)

Plan a Document

- MS Word can be use to quickly create documents with a professional look.

- **You should follow four steps to produce quality documents:**
    1. **Plan and create**
    2. **Edit**
    3. **Format**
    4. **Print**

- You will create documents most efficiently if you plan the content before you enter any text.

- Know what you want to tell your audience. State the information clearly and organize your material logically.

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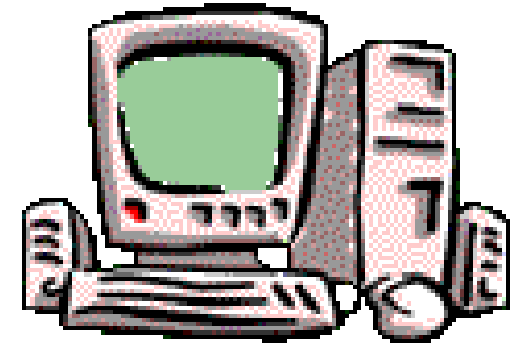
Organize Your Document

- Using **Sections** → to make specific page formats

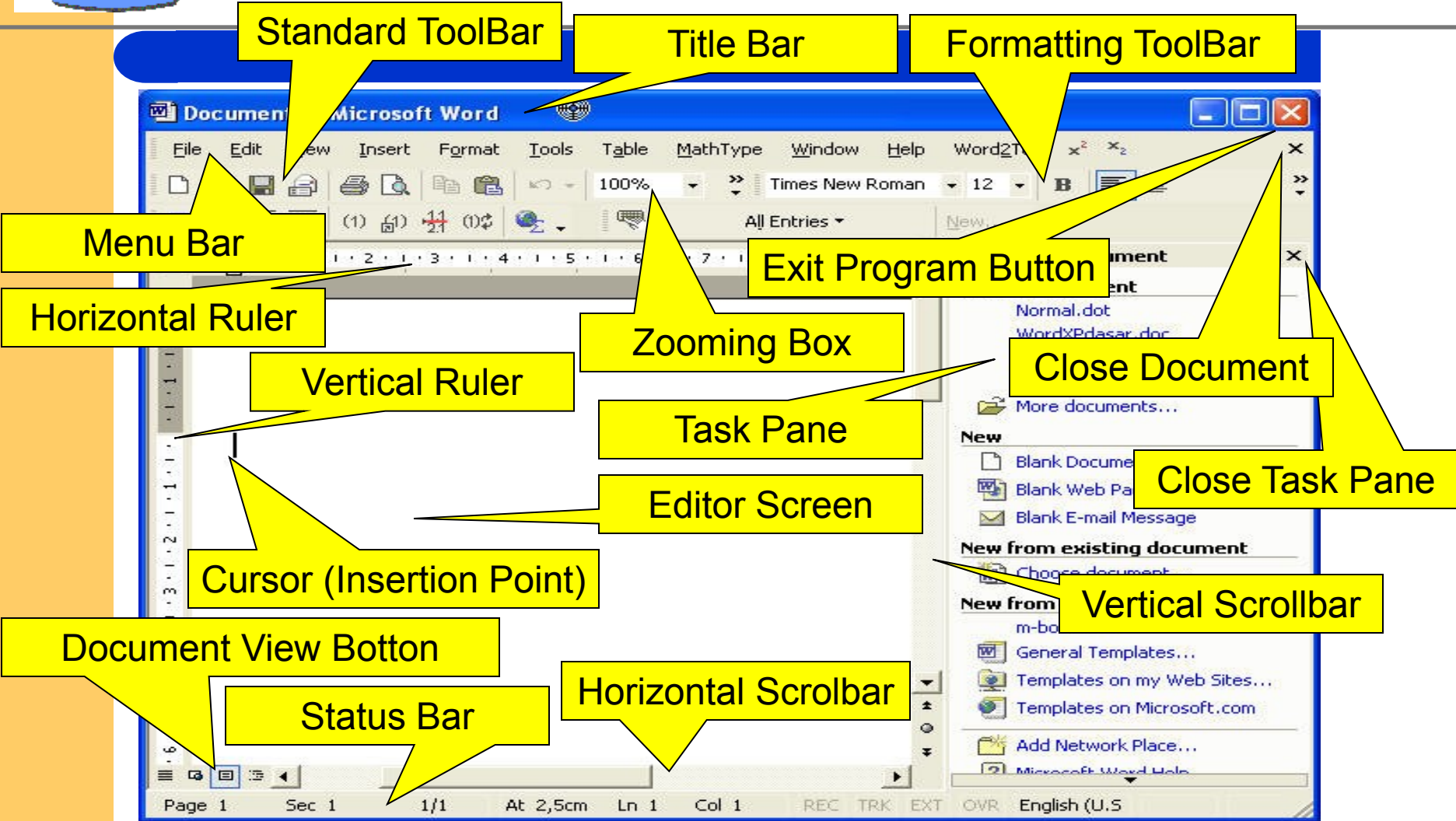- Using **Styles/Heading** → to produce **tables of contents** like automatically

Familiarize with the MS Word Components

- Word components facilitate you when editing documents.

- **Menu bar**, **title bar**, **toolbar**, and **status bar** are common to all Windows screens.

- To check the name/function of a toolbar button, position the mouse pointer over the button (without clicking) to display a ScreenTip.

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Word Window Components

Standard ToolBar · Title Bar · Formatting ToolBar · Menu Bar · Exit Program Button · Horizontal Ruler · Zooming Box · Close Document · Vertical Ruler · Task Pane · Editor Screen · Close Task Pane · Cursor (Insertion Point) · Document View Botton · Vertical Scrollbar · Status Bar · Horizontal Scrolbar
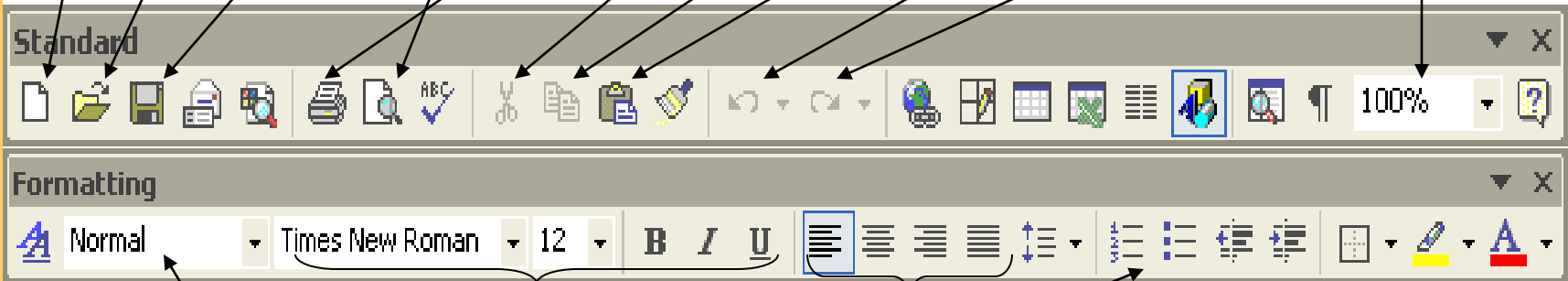
Choose Commands Using Menus or Toolbars

Toolbars shortcut commands from menu bar

The **Standard toolbars** related to file operations
(**Create**, **Open**, **Save**, **Preview**, **Print**, **Cut**, **Copy**, **Paste**, **Undo**, **Redo**, **Zoom**, displaying non-printing characters, etc.)

The **Formatting toolbars** related to formatting tasks
(Change **Styles**, **Fonts**, **Paragraph**, **List/items**, etc.)

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The Font Dialog Box (Format → Font)
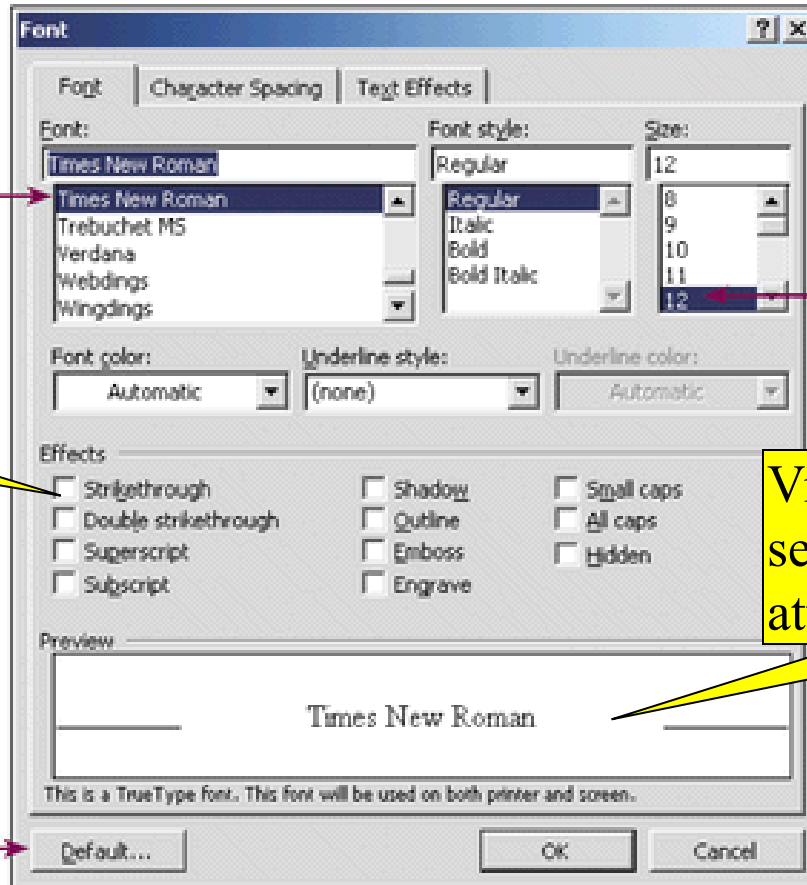
use this font

Set special effects by checking these options.

use this point size

View a sample of your selected font and attributes in this box.

click to make selected font settings the defaults

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Formatting Fonts & Paragraphs Using the Formatting Toolbar

Font Name Box

Style Box

Font Size Box

Paragraph Alignment (Left, Center, Right, Justify) Box

Formatting   ▼ X

Normal   ▼   Times New Roman   ▼   12   ▼   **B** *I* U   ▤ ▤ ▤ ▤ ↕▼   ☰ ☷ ☷ ☷   ▤▼ ✎▼ **A**▼

Font Type (**Bold**, *Italic*, Underline) Box

Line Spacing

Numbered List

Font Color/ Highlight Box

Bulleted List

Paragraph Indentation

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Automatic Formatting
Using Styles

Click here (the **style box**) to select/apply a style

Styles make consistent/a utomatic formatting

Use **Heading** styles to produce automatic table of contents

Document1 - Microsoft Word

File Edit View Insert Format Tools ...achType Window Help Word2TeX x^2 x_2

Normal Times New Roman 12 **B** *I* U

Clear Formatting

Footer ¶

Header ¶

Heading 1 ¶

Heading 2 ¶

Heading 3 ¶

Normal ¶

Palatino Linotype, 14 pt

Palatino Linotype, 14 pt, Bold

Palatino Linotype, 14 pt, Bold, Custom Color(RGB(0;51;204))

Palatino Linotype, 14 pt, Custom Color(RGB(0;51;204))

Palatino Linotype, 14 pt, Custom Color(RGB(0;51;204)), Underl...

87%

Modify Styles
(Format → Style and Format)

Modify Style

Properties

Name: Heading 1

Style type: Paragraph

Style based on: ¶ Normal

Style for following paragraph: ¶ Normal

Formatting

Arial | 16 | **B** *I* U **A** ▾

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Sample Text Sample Text Sample Text Sample Text
Sample Text Sample Text Sample Text Sample Text
Sample Text Sample Text Sample Text Sample Text
Sample Text Sample Text Sample Text Sample Text
Sample Text Sample Text Sample Text Sample Text
Sample Text

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Normal + Font: (Default) Arial, 16 pt, Bold, Kern at 16 pt, Space
Before: 12 pt, After: 3 pt, Keep with next, Level 1

☐ Add to template   ☐ Automatically update

Format ▾   OK   Cancel

Styles and Formatting ▾ ✕

Formatting of selected text

Normal

Select All | New Style

Pick formatting to apply

Clear Formatting

Footer ¶

¶

Heading 1 ▾

Select All: Not Currently Used

Modify...

Delete...

Update to Match Selection

Palatino Linoty

Palatino Linot

Palatino Linot

Palatino Linoty

Palatino Linoty

Show: Available formatting ▾

Point the style and click here to select **Modify**

The Modify Style Window

Click here to modify the style format (font, paragraph, numbering, spacing, etc.)

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Some Useful Short Keys to Work with MS Word Efficiently

> Look at the Toolbar icon **tool tips** to learn the short keys

[Ctrl]+[b]	**Bold**		
[Ctrl]+[i]	*Italic*	[Ctrl]+[o]	*Open document*
[Ctrl]+[u]	<u>Underline</u>	**[Ctrl]+[s]**	*Save document*
[Ctrl]+[x]	Cut (delete)	**[Ctrl]+[a]**	*Select all document*
[Ctrl]+[c]	Copy	**[Ctrl]+[w]**	*Close document*
[Ctrl]+[v]	Paste	**[Ctrl]+[l]**	*Align left*
[Ctrl]+[z]	Undo	**[Ctrl]+[e]**	*Center paragraph*
[Ctrl]+[f]	Find text	**[Ctrl]+[r]**	*Align right*
[Ctrl]+[h]	Find & Replace	**[Ctrl]+[j]**	*Justify paragraph*

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Display Non-printing Characters

You can see **non-printing characters** by clicking the **Show/Hide** button. This can be helpful when working on the document formatting controls.

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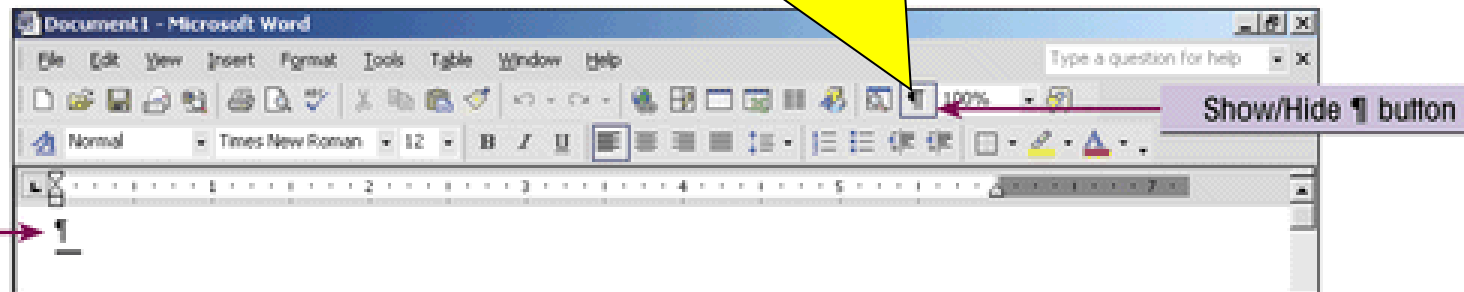
Methods For Selecting Text

TO SELECT	MOUSE	KEYBOARD	MOUSE AND KEYBOARD
A word	Double-click the word.	Move the insertion point to the beginning of the word, hold down Ctrl+Shift, and then press →.	
A line	Click in the selection bar next to the line.	Move the insertion point to the beginning of the line, hold down Ctrl+Shift, and then press → until the line is selected.	
A sentence			Press and hold down the Ctrl key, and click within the sentence.
Multiple lines	Click and drag in the selection bar next to the lines.	Move the insertion point to the beginning of the first line, hold down Ctrl+Shift, and then press → until all the lines are selected.	
A paragraph	Double-click in the selection bar next to the paragraph, or triple-click within the paragraph.	Move the insertion point to the beginning of the paragraph, hold down Ctrl+Shift, and then press ↓.	
Multiple paragraphs	Click and drag in the selection bar next to the paragraphs, or triple-click within the first paragraph and drag.	Move the insertion point to the beginning of the first paragraph, hold down Ctrl+Shift, and then press ↓ until all the paragraphs are selected.	
Entire document	Triple-click in the selection bar.	Press Ctrl+A.	Press and hold down the Ctrl key and click in the selection bar.
A block of text	Click at the beginning of the block, then drag the pointer until the entire block is selected.		Click at the beginning of the block, press and hold down the Shift key, and then click at the end of the block.
Multiple blocks of text	Press and hold the Ctrl key, then drag the mouse pointer to select multiple blocks of nonadjacent text.		

Entering Text, Deleting Text
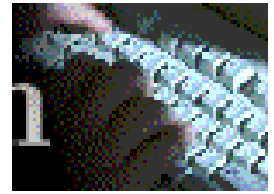
- The [**Enter**] key is used to begin a new paragraph, NOT a new line.

- Deleting Text:
  - [**Backspace**]: delete the characters and spaces to the left of cursor
  - [**Del**] or [**Delete**] keys: delete the characters and spaces to the right of cursor

- Select (highlight/block) text/object and press **[Del]** to cut a text/object

- Use **UNDO** (**[Ctrl]+[z]**) to cancel the last operations
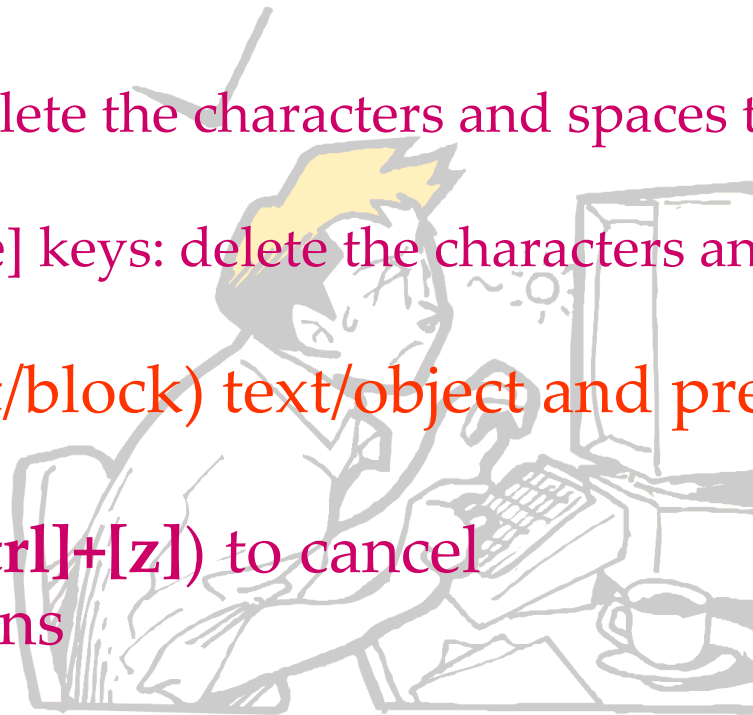
Navigating a Document

PRESS	TO MOVE INSERTION POINT
← or →	Left or right one character at a time
↑ or ↓	Up or down one line at a time
Ctrl+← or Ctrl+→	Left or right one word at a time
Ctrl+↑ or Ctrl+↓	Up or down one paragraph at a time
Home or End	To the beginning or to the end of the current line
Ctrl+Home or Ctrl+End	To the beginning or to the end of the document
PageUp or PageDown	To the previous screen or to the next screen
Alt+Ctrl+PageUp or Alt+Ctrl+PageDown	To the top or to the bottom of the document window

Click the mouse at any location in the document position the insertion point quickly!

Page Set Up (File → Page Setup)

Select paper size
(**A4** for quarto)

Determine where
this setup apply

Page Setup ?×

| Margins | Paper | Layout |

Paper size:

A4 (210 x 297 mm) ▼

Letter (8.5 x 11 in.) ▲
Legal (8.5 x 14 in.)
Executive (7.25 x 10.5 in.)
A4 (210 x 297 mm)
A5 (148 x 210 mm) ▼

Paper source

First page:

Default tray (Automatically S ▲
Automatically Select

Other pages:

Default tray (Automatically S ▲
Automatically Select

Apply to:

This section ▼

Print Options...

Default... | OK | Cancel
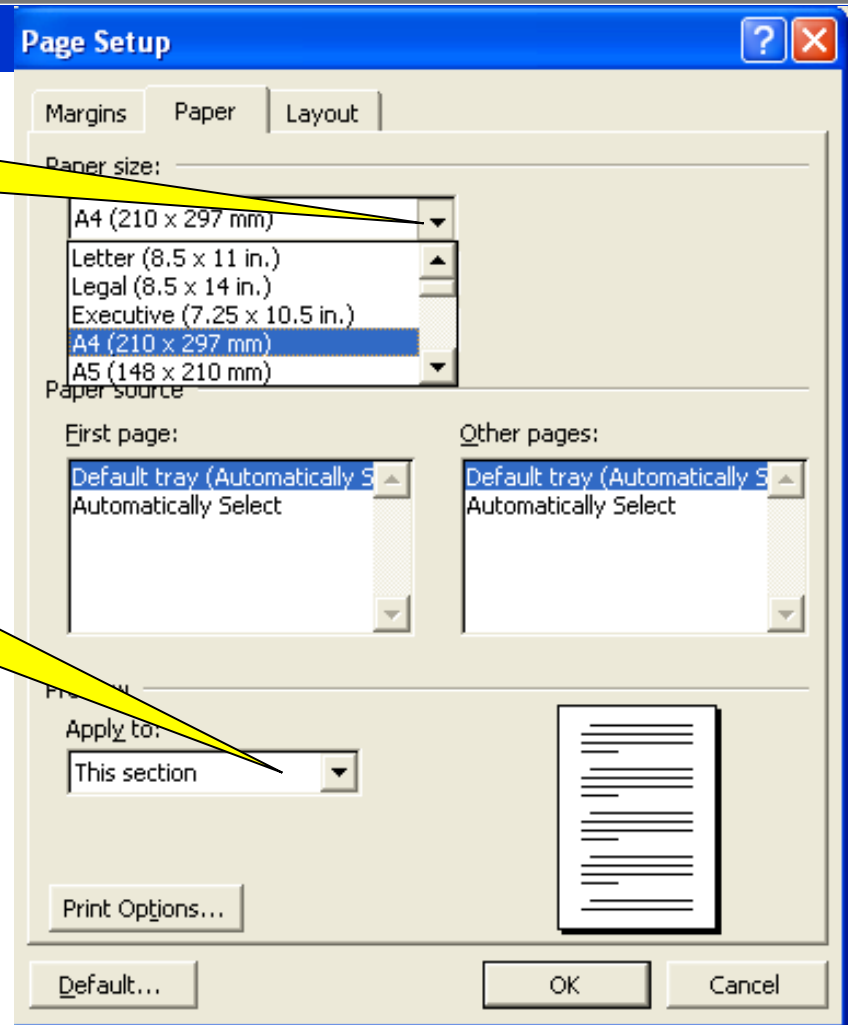
Page Set Up (File → Page Setup)
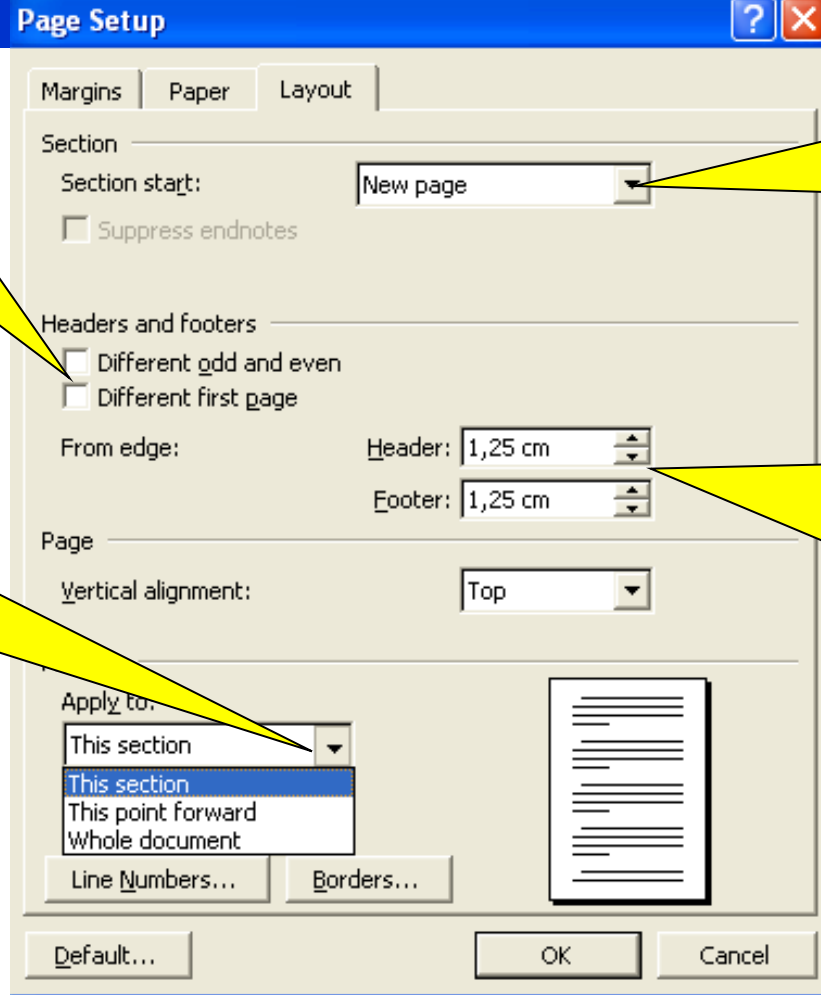
Determine how header/footer for first, odd, even pages

Determine how to insert new section

Determine where this setup apply

Determine the position of header/footer from the page edge

Page Setup

Margins | Paper | **Layout**

Section

Section start: [New page ▼]

☐ Suppress endnotes

Headers and footers

☐ Different odd and even
☐ Different first page

From edge: Header: [1,25 cm ▲▼]
               Footer: [1,25 cm ▲▼]

Page

Vertical alignment: [Top ▼]

Apply to:

[This section ▼]
This section
This point forward
Whole document

[Line Numbers...] [Borders...]

[Default...]   [OK]   [Cancel]

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Page Set Up (File → Page Setup)

Determine the printing orientation

Determine the margins (distance between page edges and main text)

Page Setup

Margins | Paper | Layout

Margins
Top: 2,54 cm   Bottom: 2,54 cm
Left: 3,17 cm   Right: 3,17 cm
Gutter: 0 cm   Gutter position: Left

Orientation

Portrait   Landscape

Pages
Multiple pages: Normal

Normal
Mirror margins
2 pages per sheet
Book fold

Preview
Apply to:
This section

Default...   OK   Cancel

Determine where this setup apply

Determine how multiple pages are printed

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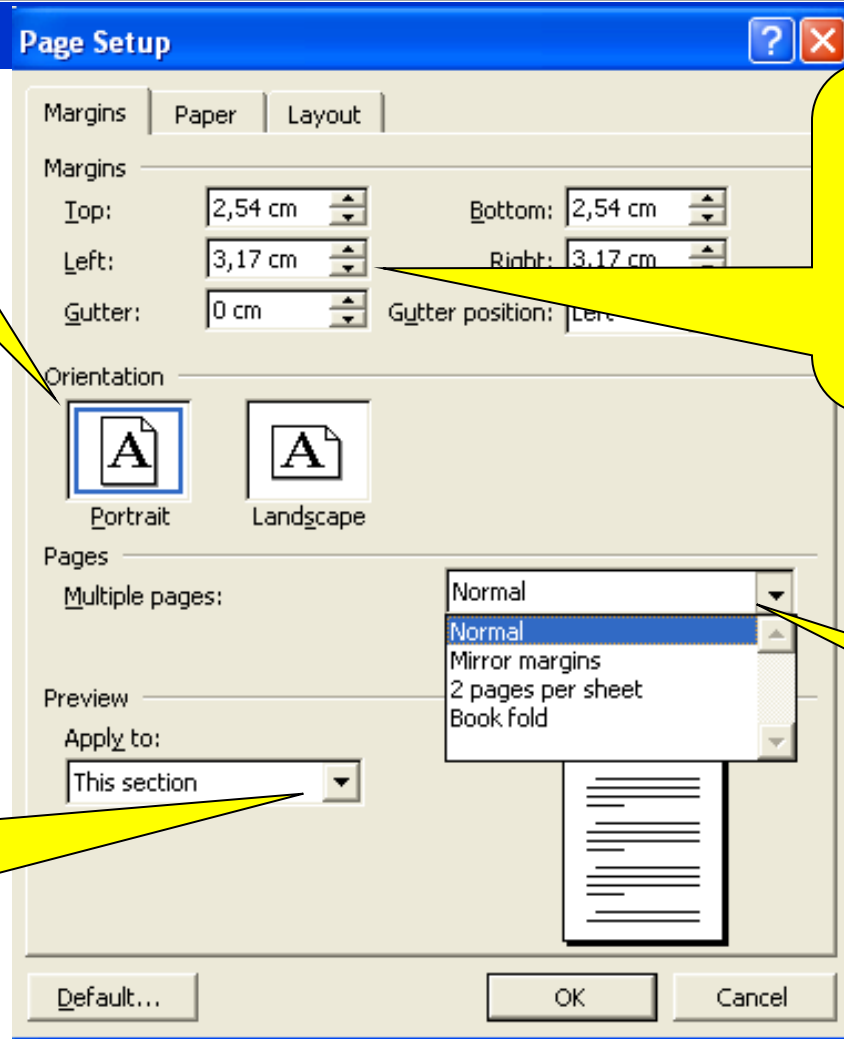
Save A Document

- Click **File → Save** or **Save As,** or

- Click **Save** (💾) icon on the Standard toolbar, or

- Press together **[Ctrl]+[S]** keys.

  - Type the filename
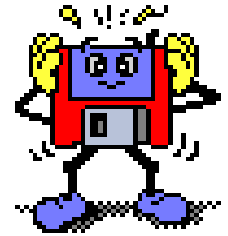
- Frequently save your document while editing!
- Remember the filename when saving document!
- Use descriptive filenames to easy remember it!

The Print Preview Window (File → Print Preview)

Print Preview toolbar

One Page button

View Ruler button

vertical ruler

horizontal ruler

click to return to Normal view

Previewing your document before printing it allows you to spot problems with formatting that would require a reprint.

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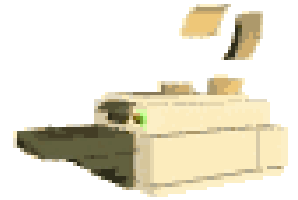
name of printer (yours might differ)
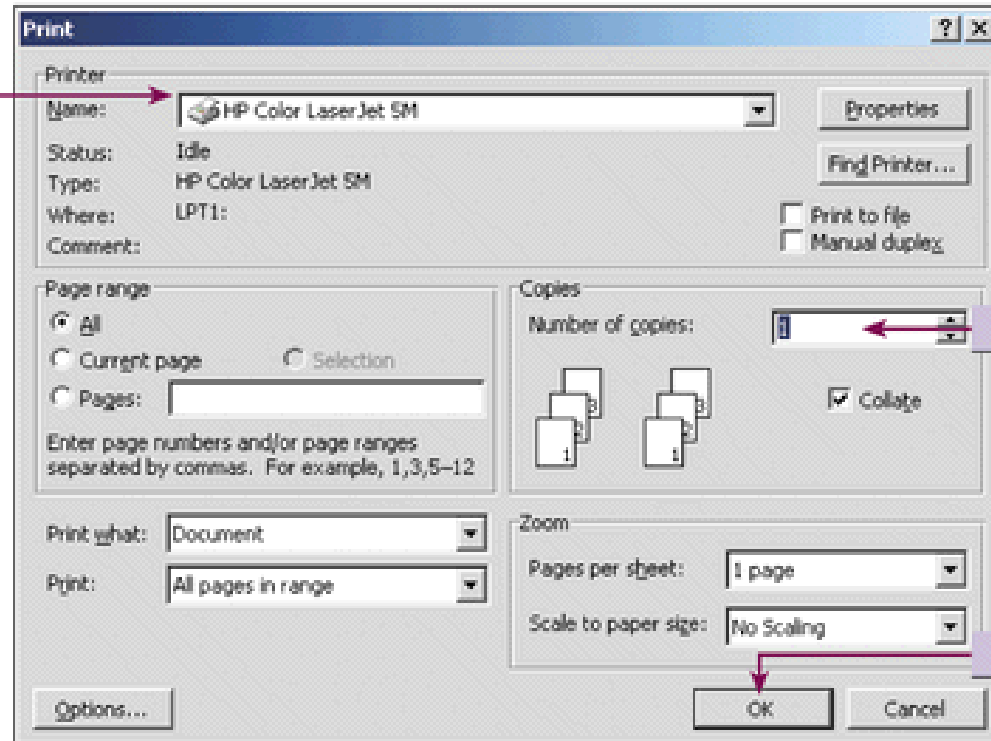
To print the document, you can use the Print button on the Standard toolbar to print with the default settings, or you can use the Print command on the File menu and print from the Print dialog box, which enables you to change the default settings.

Print

Printer
Name: HP Color LaserJet 5M   Properties
Status: Idle
Type: HP Color LaserJet 5M   Find Printer...
Where: LPT1:
Comment:
☐ Print to file
☐ Manual duplex

Page range
◉ All
○ Current page   ○ Selection
○ Pages:
Enter page numbers and/or page ranges separated by commas. For example, 1,3,5–12

Copies
Number of copies: 1
☑ Collate

should be set to 1

Print what: Document
Print: All pages in range

Zoom
Pages per sheet: 1 page
Scale to paper size: No Scaling

click to print letter

Options...   OK   Cancel

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Divide a Document Into Sections
Insert → Break → Section Break

- A section is a unit or part of a document.
- Each section can be set to have unique features (e.g. page setup, headers, footers, and vertical alignment).
- For example:
  - In a long document, you can add section breaks between front cover (title) page, front matter pages (preface, table of contents, etc.), and main chapters to change the name of the chapter in the header or footer.
  - In business documents, you can change the page orientation to landscape to display a wide table

How To Add A Section Break?

1. Click **Insert → Break**
2. On **Break** window dialog, click **Next page** button under **Section break types**

Break ? ×

Break types
- ● Page break
- ○ Column break
- ○ Text wrapping break

Section break types
- ○ Next page
- ○ Continuous
- ○ Even page
- ○ Odd page

OK   Cancel

25
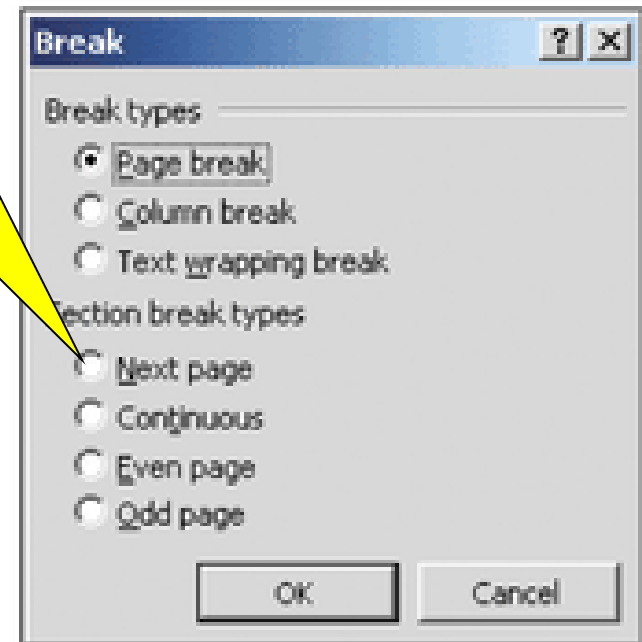
Recognize A Section Break

Section Break line appears in **Normal** Document View (View → Normal)

Section number can be seen on the Status bar at bottom side

Creating Header/Footer (View → Header and Footer)

- A header is text printed at the top of every page.
- A footer is text printed at the bottom of every page.

Insert Page number

Page number format

Page Setup

Switch between header/footer

Header and Footer

Insert AutoText ▾   Close

Insert number of pages

Insert date

Insert time

Same as previous section

Setting Tab Stops

Click this to select tab stop type for default tabs

Double click on the horizontal ruler to set a customized tab stop

Create/Insert Table
(Table → Insert → Table)

Insert Table

Table size

Number of columns: 4

Number of rows: 9

AutoFit behavior

- ● Fixed column width: Auto
- ○ AutoFit to contents
- ○ AutoFit to window

Table style: Table Grid   AutoFormat...

☐ Remember dimensions for new tables

OK   Cancel

[Ctrl]+[b]	**Bold**	[Ctrl]+[n]	*New document*
[Ctrl]+[i]	*Italic*	[Ctrl]+[o]	*Open document*
[Ctrl]+[u]	Underline	[Ctrl]+[s]	*Save document*
[Ctrl]+[x]	Cut (delete)	[Ctrl]+[a]	*Select all document*
[Ctrl]+[c]	Copy	[Ctrl]+[w]	*Close document*
[Ctrl]+[v]	Paste	[Ctrl]+[l]	*Align left*
[Ctrl]+[z]	Undo	[Ctrl]+[e]	*Center paragraph*
[Ctrl]+[f]	Find text	[Ctrl]+[r]	*Align right*
[Ctrl]+[h]	Find & Replace	[Ctrl]+[j]	*Justify paragraph*

[Ctrl]+[b]	Bold	[Ctrl]+[n]	*New document*
[Ctrl]+[i]	*Italic*		*ent*
[Ctrl]+[u]	Under		*nt*
	t (d		*cument*
	py		*ent*
[Ctrl]+[z]	Undo		*graph*
[Ctrl]+[f]	Find t		
[Ctrl]+[h]	Find & Replace	[Ctrl]+[j]	*justify paragraph*

Caption

Caption:

Table 1

Options

Label:

Positio

New Label...   Delete Label   Numbering...

AutoCaption...   OK   Cancel

New Label

Label:

Tabel

OK   Cancel

Click this button to make new caption label

Creating Automatic Table of Contents (Insert → Reference → Index and Table → Table of Contents)

Select table of contents type

table of contents sample preview

table of contents options

Index and Tables

Index | Table of Contents | Table of Figures | Table of Authorities

Print Preview

Heading 1............................ 1
 Heading 2.......................... 3
  Heading 3 5

Web Preview

Heading 1
 Heading 2
  Heading 3

☑ Show page numbers

☑ Right align page numbers

Tab leader: ....

☑ Use hyperlinks instead of page numbers

General

Formats: From template   Show levels: 3

Show Outlining Toolbar   Options...   Modify...

OK   Cancel