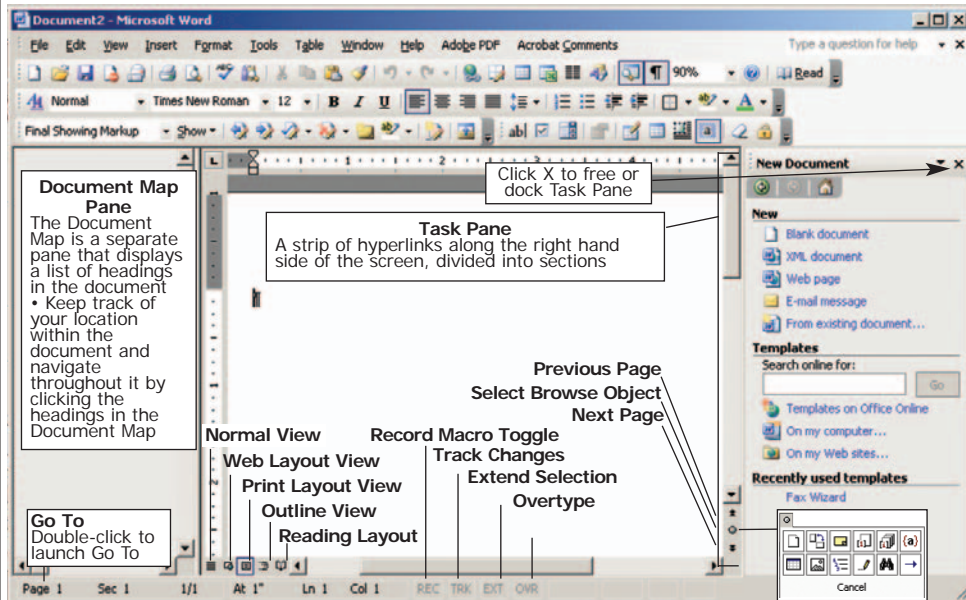


Word 2003 for Windows

INITIAL SCREEN



DOCUMENTS

Add line numbers: Click **View**: **Print Layout** in the main menu or click **Print Layout View** at the bottom left

- **Edit:** Select **All** or **{Ctrl+A}** or select a part of the document by dragging the pointer through the desired text
- Choose **File:** **Page Setup...** **Layout** tab **Note:** If adding line numbers only to part of a document, click **Selected text** in the **Apply to:** box
- Click **[Line Numbers...]**
- Select **Add line numbering**, and select desired options
- Click **[OK]**, **[OK]**

Add custom AutoCorrect words: **Tools:** click **AutoCorrect Options...**

- Click the **AutoCorrect** tab
- Select **Show AutoCorrect Options** button
- Under **Replace:** type in commonly misspelled word or acronym, such as "MS Word"
- In **With:** select **Plain text** and enter your desired text in box, such as "Microsoft Word"
- Click **[Add]**
- Click **[OK]**

Automatically format as you type: **Tools:** click **AutoCorrect Options...**

- Click the **AutoFormat As You Type** tab
- **Select** or **clear** desired options
- Click **[OK]**

Automatically correct errors as you type: **Tools:** click **AutoCorrect Options...**

- Click the **AutoCorrect** tab
- Click **Show AutoCorrect Options** button
- **Select** or **clear** desired options
- Click **[OK]**

Change page margins: **File:** **Page Setup...**, click **Margins** tab

- Select desired options
- Click **[OK]**

Create a new, blank document: **File:** **New...** and select **Blank document** from the **New Document** task pane, or **{Ctrl+N}** (task pane does not appear)

Create a new document based on a template: **File:** **New...**

- Under the **Templates** heading in the **New Document** task pane select one of the following: **Templates on Office Online**
- Or click **On my computer...**
- Or click **On my Web sites...**

Create a new document with a template wizard: **File:** **New...**

- Under the **Templates** heading in the **New Document** task pane select **On my computer...**
- Click on **Letters & Faxes** tab
- Click on the appropriate **(Envelope, Fax, Letter, Mailing Label)** Wizard file and follow directions

Create a document from an existing document: **File:** **New...**

- In the **New Document** task pane, under **New**, click **From existing document**, select desired document...
- Click **[Create New]**

Create an E-mail message in MS Word: **File:** **New...**

- In the **New Document** task pane, under **New**, click **E-mail message** and complete as desired

Create/modify a document template: **File:** **Open...** or **{Ctrl+O}**

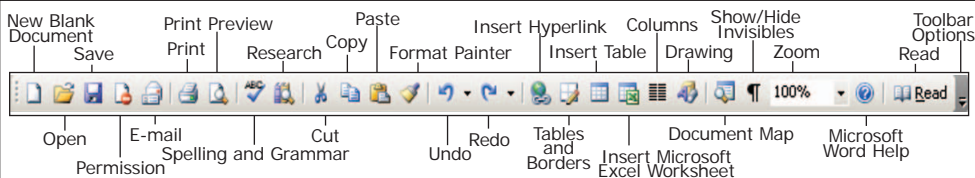
- Open the document you want to base the template on
- **File:** **Save As...**
- In the **Save as type:** box, select **Document Template (*.dot)**
- Type a **File name:**
- Click **[Save]** **Note:** The template will appear in the **General** tab, under **New from template:** **General Templates...**

Delete a file: **File:** **Open...** or **{Ctrl+O}**

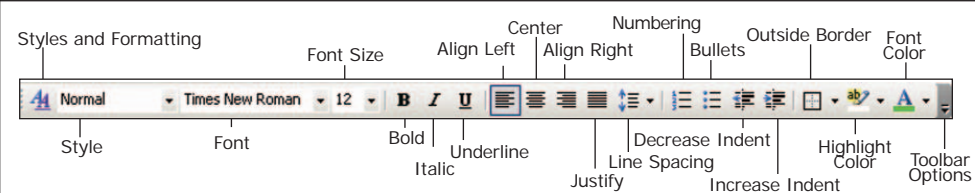
- Click the drive or folder of the document you want to delete
- Right-click the file and select **Delete** from the shortcut menu
- Click **[Yes]** to confirm **Note:** To select more than one file at a time, hold the **Ctrl** key down while selecting/deselecting multiple files

Show/hide Document Map: Click **Document Map** on **Standard toolbar** (toggles on or off, depending on status)

STANDARD TOOLBAR



FORMATTING TOOLBAR



KEYBOARD SHORTCUTS

Help: **F1**

DRAWING

- Duplicate object:** **Ctrl+D**
- Group/ungroup:** **Alt+D+G**; **Alt+D+U**

EDIT COMMANDS

- Copy:** **Ctrl+C**
- Copyright symbol:** **Alt+Ctrl+C**
- Cut:** **Ctrl+X**
- Find:** **Ctrl+F**
- Paste:** **Ctrl+V**
- Redo:** **Ctrl+Y**
- Registered trademark symbol:** **Alt+Ctrl+R**
- Repeat find:** **Alt+Ctrl+Y**
- Replace:** **Ctrl+H**
- Select all:** **Ctrl+A**
- Track changes on/off:** **Ctrl+Shift+E**
- Undo:** **Ctrl+Z**

FILE COMMANDS

- Close document:** **Ctrl+W** or **Ctrl+F4**
- Close review pane** (if open): **Ctrl+W** or **Ctrl+F4**
- Exit/Quit:** **Alt+F+X**
- New document:** **Ctrl+N**
- Open document:** **Ctrl+O**
- Print document:** **Ctrl+P**
- Print preview:** **Alt+Ctrl+I**
- Remove split window:** **Alt+Ctrl+C**
- Save:** **Ctrl+S**
- Save As:** **Alt+A**
- Split window:** **Alt+Ctrl+S**
- Spelling:** **F7**
- Switch to another application:** **Alt+Tab**
- Switch to next window:** **Ctrl+F6**
- Switch to normal view:** **Alt+Ctrl+N**
- Switch to outline view:** **Alt+Ctrl+O**
- Switch to print layout view:** **Alt+Ctrl+P**

FORMATTING

- Bold text:** **Ctrl+B**
- Center text:** **Ctrl+E**
- Date and Time:** **Alt+Shift+D**, or **Alt+Shift+T**
- Decrease font size:** **Ctrl+Shift+<**
- Decrease indent:** **Shift+Tab** (or **Ctrl+Shift+Tab** when in cells)
- Demote paragraph in outline:** **Alt+Shift+→**
- Increase font size:** **Ctrl+Shift+>**
- Increase indent:** **Tab** (or **Ctrl+Tab** when in cells)
- Insert comment:** **Alt+Ctrl+M**
- Insert endnote:** **Alt+Ctrl+D**
- Insert footnote:** **Alt+Ctrl+F**
- Insert hyperlink:** **Ctrl+K**
- Italic text:** **Ctrl+I**
- Justify text:** **Ctrl+J**
- Left align text:** **Ctrl+L**
- Left indent paragraph:** **Ctrl+M**
- Move selected paragraphs down:** **Alt+Shift+↓**
- Move selected paragraphs up:** **Alt+Shift+↑**
- Promote paragraph in outline:** **Alt+Shift+←**
- Reveal Formatting:** **Shift+F1**
- Right align text:** **Ctrl+R**
- Small Caps:** **Ctrl+Shift+K**
- Toggle case:** **Shift+F3**
- Underline text:** **Ctrl+U**

MAIL MERGE (Start the Mail Merge task pane)

- Edit the mail-merged data:** **Alt+Shift+E**
- Insert a merge field:** **Alt+Shift+F**
- Merge a document:** **Alt+Shift+N**
- Preview Mail Merge:** **Alt+Shift+K**
- Print the merged document:** **Alt+Shift+M**

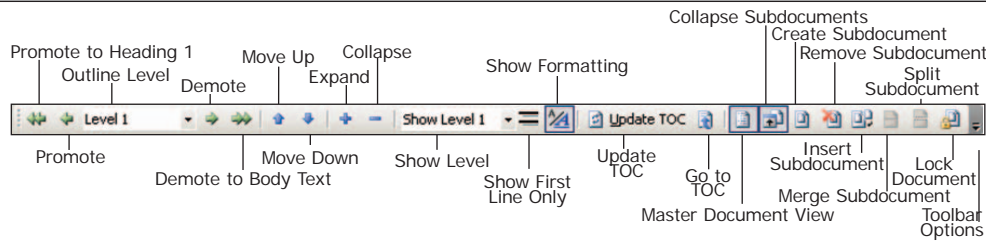
NAVIGATING

- Go to page:** **Ctrl+G**
- Go to first preview page:** **Ctrl+Home**
- Go to last preview page:** **Ctrl+End**
- Move to previous page:** **Ctrl+↑**
- Move to next page:** **Ctrl+↓**
- Move to the beginning of an entry:** **Home**
- Move to the end of an entry:** **End**

OUTLINE

- Add page number:** **Alt+Shift+P**
- Expand/Collapse All:** **Alt+Shift+A**
- Expand/Collapse text under heading:** **Alt+Shift+-** (minus sign)

OUTLINING TOOLBAR



Outline view shows you how a document is organized and makes it easy to quickly restructure and maintain a table of contents.

Change the appearance of a table of contents or index: Insert: Reference ► click Index and Tables... • Select desired tab • In the Formats: box, click From template • Click [Modify...] • Select desired style and click [Modify...] again • Select a Font, font size, formatting details and color • Check Automatically update • Select other desired options • Click [OK], [OK], [OK], [OK]

Create an outline from scratch: View: Outline • Type each heading and press [Enter] • To assign a heading to a different level, place the insertion point in the heading and then click Promote or Demote on the Outline toolbar • To move a heading to a different location, place the insertion point in the heading and then click Move Up or Move Down on the Outline toolbar • Rearrange text: click+drag the outlining symbols for the headings and body text up or down, or to the left or right (when moving a heading's symbol, the subheadings and body text under it also move) • Switch to Print Layout View to review the document as printed or back to Normal view when done

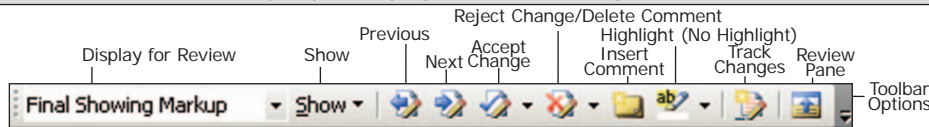
Create an outline numbered list: Format: Bullets and Numbering..., click Outline Numbered tab • Click a list format that does not contain the text "Heading" • Click [OK] to accept or click [Customize...] • Select the Level and select a Number style: from drop-down list • Continue selecting and customizing any Level • Click [OK] when done • Type the list text and press [Enter] after each item • Subsequent numbers are automatically inserted at the beginning of each line at the same numbering level

Create a table of contents from standard heading styles: Create a new page for the Table of Contents, Insert: Break..., Page Break • Insert: Reference ► Index and Tables... • Select Table of Contents tab, select From template ▼ in Formats: and enter the desired levels in Show levels: • Click [OK]

Create a table of contents from entries you mark yourself: Select the first portion of text to include in the table of contents • Press {Alt+Shift+O} (that is the letter O) • In the Level: box, select the level and click [Mark] • To mark additional entries, select the text, click in the Entry box and click [Mark] • When done adding entries, click [Close] • Click where you want to insert the table of contents • Insert: Reference ► Index and Tables... • Click the Table of Contents tab • Click [Options...] • Click to select the Table entry fields check box • Clear Styles and Outline levels check boxes • Click [OK], [OK] to commit changes

Move an outline numbered item: To demote an item to a lower numbering level, click a list number and click Increase Indent • To promote an item to a higher numbering level, click a list number and click Decrease Indent Note: Press {Tab} to increase indent, press {Shift+Tab} to decrease the indent

TRACK CHANGES - REVIEWING PANE



Make and view tracked changes and comments • With Track Changes feature turned on, every deletion, insertion, or other formatting change that you or a reviewer makes is tracked • Click Reviewing Pane icon to list information about each markup and show markup balloons • You can print a document with markup showing

Accept all changes at once: Click the arrow next to Accept Change • Click Accept All Changes in Document

Display or hide all markup: View: Markup

Identify reviewers by their colors used for tracking changes: On the Reviewing toolbar, click Show ▼ • Point to Reviewers ► (each check box indicates the color assigned to a particular reviewer)

Reject all changes or delete all comments: Click the arrow next to Reject Change/Delete Comment • Select Reject All Changes in Document or Delete All Comments in Document

Restore the default color scheme: On the Reviewing toolbar, click Show ▼ Options... • Under Markup, Comments colour..., select By author • Click [OK]

Review each item in sequence: View: Markup (if not visible) • On the Reviewing toolbar, click Previous or Next • Click Accept Change or Reject Change/Delete Comment

Turn on track changes: Open the document you want to revise • Tools: Track Changes or {Ctrl+Shift+E} • Change formatting or make the changes you want by inserting, moving or deleting text or graphics (when Markup is on, TRK at the bottom of the screen becomes black TRK EXT OFF)

RESEARCH

Reference information online and on your computer without leaving your program.

Thesaurus: Highlight word you wish to replace • In the Tools menu, or the main toolbar, click Research • In the Research task pane, click down arrow and select desired thesaurus using the drop-down menu • Click to show results • In the view pane below, a list of options will appear • Move mouse over desired word to highlight and click arrow for options • Click Insert to replace the highlighted word or Look Up to discover its meaning

Translation: Press ALT and click a word in your presentation to open Research and click down arrow and select Translation using the drop-down menu • Select translation languages from and to using the arrows • Scroll down through the task pane to see your options • Double click desired selection and right click to Copy, then click back into slides and Paste, or click Look Up the meaning

OFFICE CLIPBOARD

The clipboard makes it easier to view and manage multiple copied items

Clear items from the Office Clipboard:

On the Office Clipboard task pane, click Clear All] or move pointer over item to delete • Click the arrow next to the item to delete • Select Delete

Display the Office Clipboard: Edit: Office Clipboard... • On the Office Clipboard task pane, click Options ▼ • Select Show Office Clipboard Automatically, and/or select other options

COMMENTS

A note or annotation • Comments are displayed in a balloon, in the margin of the document, or in the Reviewing Pane

Add/change the name used in comments:

Tools: Options..., click User Information tab • Type the desired name in the Name: box • Click [OK]

Note: Any changes made to these settings will affect all Office applications

Delete a comment: Right-click the comment • Click Delete Comment

Insert a comment: Select the text or item to comment on, or click at the end of the text

• Insert: Comment • Type the comment text

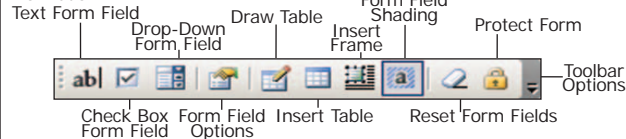
Note: If comment balloons are hidden, comment may be typed in the Reviewing Pane

Make comments visible: View: Markup, or click Reviewing Pane on the Reviewing toolbar

Modify a comment: Click inside the balloon for the comment and modify the text, or click Reviewing Pane and edit Comment text

FORMS

A form is a structured document with spaces reserved for entering information.



Add help text to a form: Remove protection from the form template by clicking Protect Form on the Forms toolbar • Double-click the form field to which you want to add Help text • Click [Add Help Text...] • Click the Status Bar tab, and select Type your own, enter your help text • Click [OK], [OK] or Click the Help Key (F1) tab, select Type your own, enter your help text • Click [OK], [OK] • When done, click Protect Form

Create a form: Sketch a layout or form outline • Using the Forms toolbar, View: Toolbars ► Forms • Position pointer where you want to insert each form field • Click once on the desired form field icons on Forms toolbar (multiple clicks add more than one field) • To edit field properties, double-click form fields in the document or click Form Field Options • Click [OK] • When done, click Protect Form • Save the form • File: Save

Display help text: Use when you enter text into Status Bar tab: Tools: Options..., in the View tab, select Status Bar • Click [OK] (help text will show when user selects field) or if you entered help text into the Help Key (F1) tab, select the field and press [F1] for help text

SMART TAGS

Save time by using smart tags to perform actions in Microsoft Word that you'd normally open other programs to do. Purple dotted lines beneath text indicates smart tags

Remove a single smart tag: Move cursor over text until Smart Tag indicator appears • Move cursor over indicator • Click the Smart Tag Actions button • Click Remove this Smart Tag

Remove all smart tags: Tools: AutoCorrect Options..., click Smart Tags tab • Click [Remove Smart Tags] Note: You cannot undo this action

Remove specific types of smart tags: Tools: AutoCorrect Options..., click Smart Tags tab • Under Recognizers:, clear the check boxes for the smart tags you want to remove • Click [Recheck Document] to reapply the smart tags you want to keep • Click [OK] Note: You cannot undo this action

Save or discard smart tags: Tools: Options..., click Save tab • Under Save options, select or clear Embed smart tags check box • Click [OK], [OK]

Save smart tags as XML: Tools: Options..., click Save tab • Under Save options, select Save smart tags as XML properties in Web pages check box • Click [OK]

Show or hide Smart Tag Actions buttons: Tools: AutoCorrect Options..., click Smart Tags tab • select or clear Show Smart Tag Actions buttons check box • Click [OK]

Show or hide Smart Tags: Tools: Options..., click View tab • Under Show, select or clear Smart tags check box • Click [OK]

Smart tag indicator: Move cursor over text with a smart tag indicator until the Smart Tag Actions button appears • Click the arrow ▼ to see a menu of actions • Select an action

Turn on/off smart tags: Tools: AutoCorrect Options..., click Smart Tags tab • select or clear Label text with smart tags check box • Click [OK]

Turn smart tags on/off for e-mail messages: Tools: Options..., click General tab • Click [E-mail Options...] • Click General tab, select or clear Save smart tags in e-mail check box • Click [OK], [OK]

Any use of any trade name, trademark or product of any other company in this Intelliguide is unintentional and inadvertent and any such use is not intended to convey endorsement or other affiliations with our product. Intelliguides Inc. disclaims all liability for any damages, actual or consequential, howsoever caused, which may result from the application or misapplication of this material. Screen shot(s) in this product used by permission from Microsoft Corporation. All Rights Reserved.