

USING MICROSOFT OFFICE XP
INTRODUCTION TO WORD HANDOUT
INFORMATION TECHNOLOGY SERVICES
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Introduction to Microsoft Word XP

Microsoft Word XP is a word processing program that offers a range of options for creating and designing documents using text, graphics, tables, and other functions in an easy-to-use format. It allows you to efficiently produce documents for business or personal use including newsletters, reports, letters, or essays. It offers many features that make it easy to create professional looking documents. Word XP is part of the Microsoft Office XP suite that includes other software applications.

This guide is an introduction to Word XP and illustrates the most basic functions the program offers. Please start from the beginning for a general overview or choose the topics you would like to see from the Contents page.

Launching Word XP

There are six Open Access Labs on Campus. You can start Word XP from any of them.

To start Word XP in the Open Access Computer Labs:

1. Select the **Start** menu at the bottom left corner of the screen.
2. Select the **All Programs** option.
3. Select the **Microsoft Office XP** folder.
4. Click the **Microsoft Word** icon.

!NOTE:

A shortcut to start Word XP is to double-click the **Microsoft Office XP** folder on the desktop, and then double-click on the **Microsoft Word** icon.

Working with the Word Window

After launching Word XP, the application window opens with a new blank document and a **Task Pane** appears on the right in the document area (see Figure 1). The **Task Pane** is an area that provides commonly used commands. The **Title** bar, which appears at the top of the application window, displays the name of the current document and the name of the application. Under the **Title** bar is the **Menu** bar, which allows you to access various commands that are grouped according to function. The **Ask a Question** box on the right allows you to enter a question when you need help with a specific feature. Below the **Menu** bar are the **Standard** and **Formatting** toolbars and the **Horizontal Ruler**. The toolbar buttons provide shortcuts to many menu commands. Refer to Table 1 for better understanding of each item and menu. To the right and the bottom of document are the **Vertical** and **Horizontal scroll bars**, which provide easy navigation through the document. At the bottom of the application window is the **Status** bar, which provides information about the current page, and the number of pages in the document.

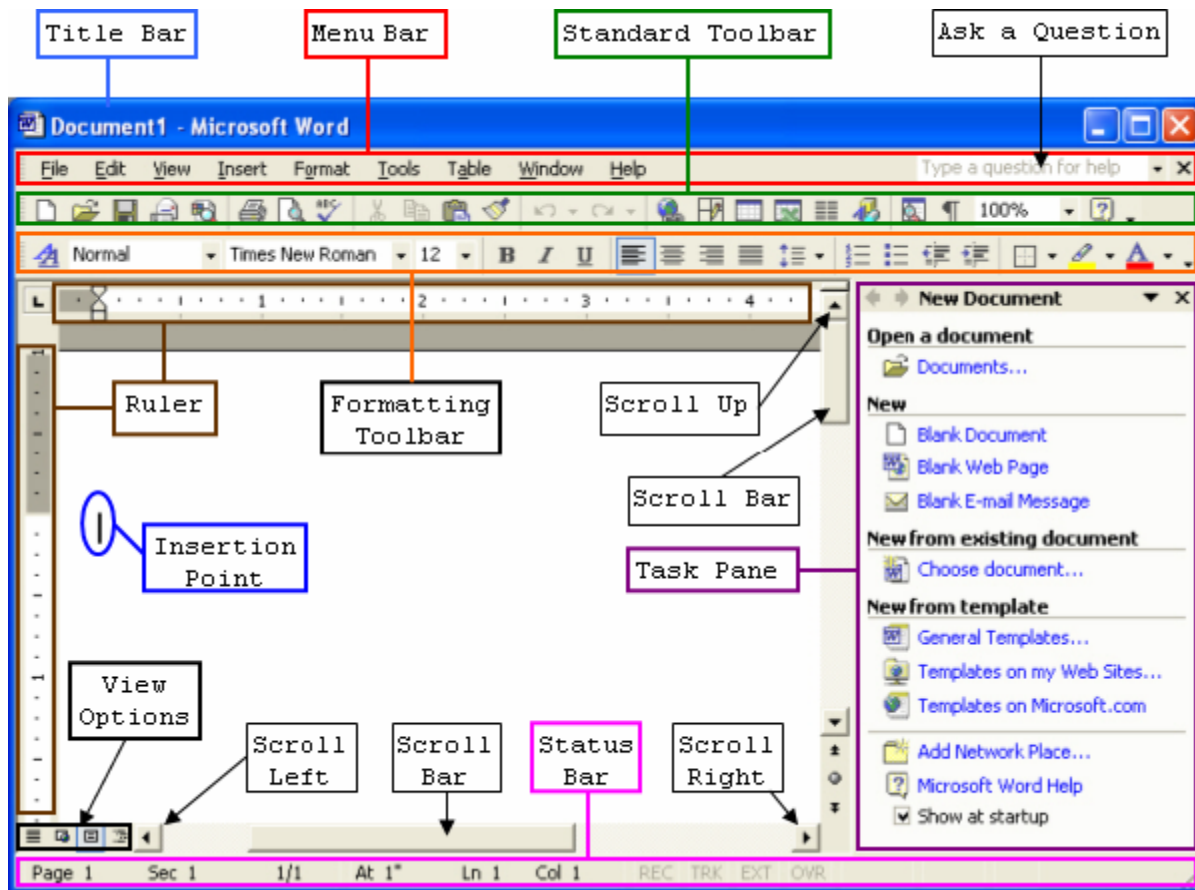



Figure 1 - Word XP Interface

Table 1 - Word Menu and Toolbars

Items	Descriptions
Title Bar	Contains the title of the document and the application.
Menu Bar	Contains pull-down menus that organize familiar commands.
Standard Toolbar	Contains buttons to help you select common commands.
Formatting Toolbar	Contains buttons to help you change the appearance of characters and paragraphs in a document.
Ruler	Allows you to change margins and set tab stops in the document.
Insertion Point	A flashing line on the screen that indicates where text will be entered into a document.
Scroll Bars	Allow you to move through the document, up or down, left or right.
View Options	Word XP provides several different ways in which you can view a document.
Task Pane	A window within an Office application that provides commonly used commands.
Status Bar	Contains information about the document (number of pages), the current page being viewed, and the current location of the insertion point.

When you hover over an item on any of the toolbars (i.e. button or drop down list) with your mouse, Word displays a screen tip, which is a description of the item under the cursor. For example, if you hover over or place your mouse on top of this button , a **Save** screen tip displays under the cursor.

THE TASK PANE

The **Task Pane** takes the place of some of the dialog boxes from **Word 2000**. For example, when you select the **New...** command under the **File** menu, the **New Document** task pane opens instead of the *New* dialog box. By default, the **New Document** task pane should open when Word XP is launched and disappear once a command is selected. If the **Task Pane** does not open when Word XP is launched, or if you need to redisplay it, you can open it from the **View** menu. Table 2 contains descriptions of the commands available from the **New Document** task pane. There are also other task panes available, some of which will be discussed later in this handout and in the “*Intermediate Word XP*” handout.

To open the New Document task pane:

1. Select the **View** menu on the **Menu** bar.
2. Select the **Task Pane** command. The **New Document** task pane opens at the right of the window (see Figure 2).

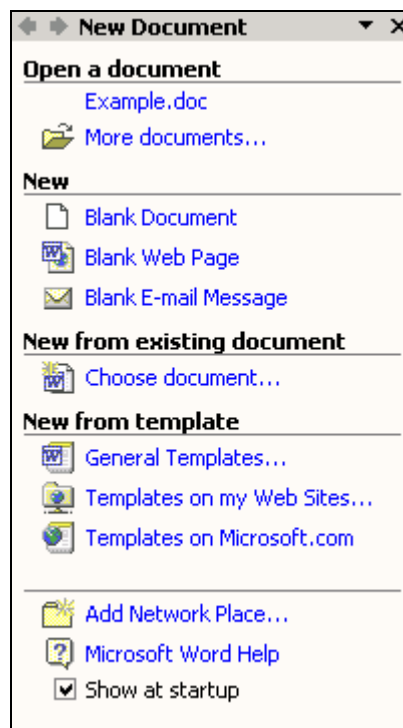


Figure 2 - New Document Task Pane

Table 2 – New Document Task Pane Commands

Command	Description
Open a document	Lists your last four previously accessed documents. Clicking an item on the list opens that document.
New	Creates a new document. You can choose between a normal document, a web page, or an email message.
New from existing document	Creates a new file from an existing Word XP file.
New from template	Creates a new document from a template. A template is similar to a stencil or a pre-designed form that contains fields in which you enter content. You can use a template provided by the application or you can use one either from your web site/network places (for advanced users) or from the Microsoft website (for intermediate users).

Document Views

Word XP provides several different ways to *view* a document. You can also *magnify* a document to make it easier to read or reduce the magnification in order to see more of the document.

SWITCHING DOCUMENT VIEWS

There are four different view styles to choose from. See Table 3 for descriptions of the different view options. By default, new documents open in **Print Layout** view.

Table 3 – Document View Options

View Option	Description
Normal	Shows simple formatting and layout without images.
Web Layout	Shows how the document would look as a web page.
Print Layout	Shows where objects on the page will appear when printed.
Outline	Shows the structure of the document, such as indentation of each heading.

To select a document view:

1. Select the **V**iew menu (see Figure 3).
2. Select the desired command.

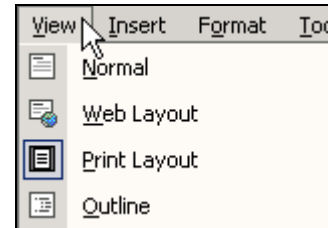


Figure 3 – Document View Options

!NOTE:

You may also change the document view, by using the **V**iew shortcut buttons located at the left end of the horizontal scroll bar.

MAGNIFYING A DOCUMENT

Magnifying documents makes them easier to read. You can set a magnification level to a percentage of the actual size, or you can choose to view the entire width of the page. Changing the magnification does not change the document; it only changes how the document appears on the screen.

To magnify a document:

1. Select the **V**iew menu.
2. Select the **Z**oom... command. The *Zoom* dialog box opens (see Figure 4).
3. Choose the desired magnification level.
4. Click the **OK** button.

!NOTE:

You may also select a magnification level from the **Zoom** drop-down arrow on the **Standard** toolbar.

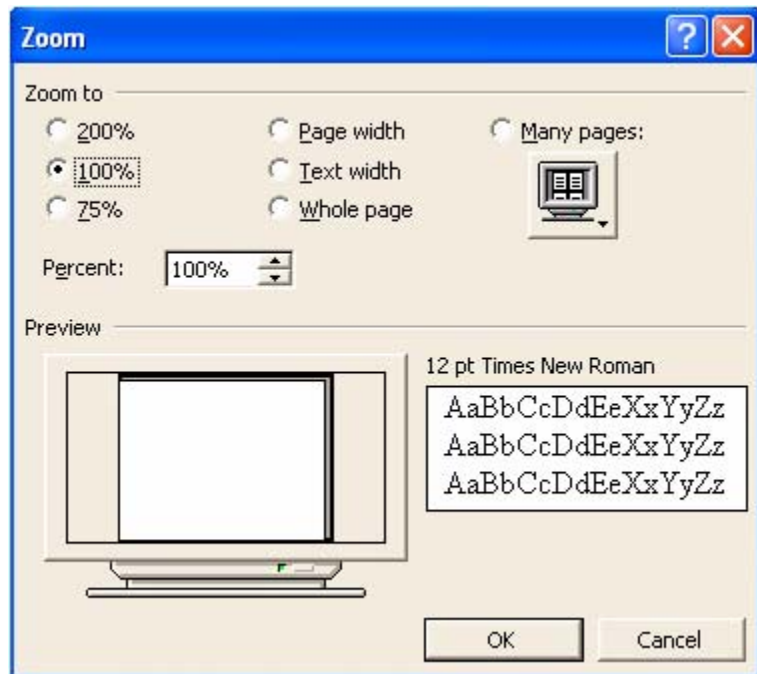


Figure 4 – Zoom Dialog Box


Opening a Document

A new blank document automatically appears when Word XP is started.

OPENING AN EXISTING DOCUMENT

After you create and save a document, the file resides on your disk. You may view or edit an existing document by opening it from your disk.

To open an existing document:

1. Click the **Open** button . This opens the *Open* dialog box (see Figure 5) where you can navigate through the drives to locate and open the document you want to access.

Disk drives:

A:\: drive is for 3 ½ inch floppy disks

C:\: drive is the hard drive

X:\: drive is the CD drive

Z:\: drive is the Zip drive

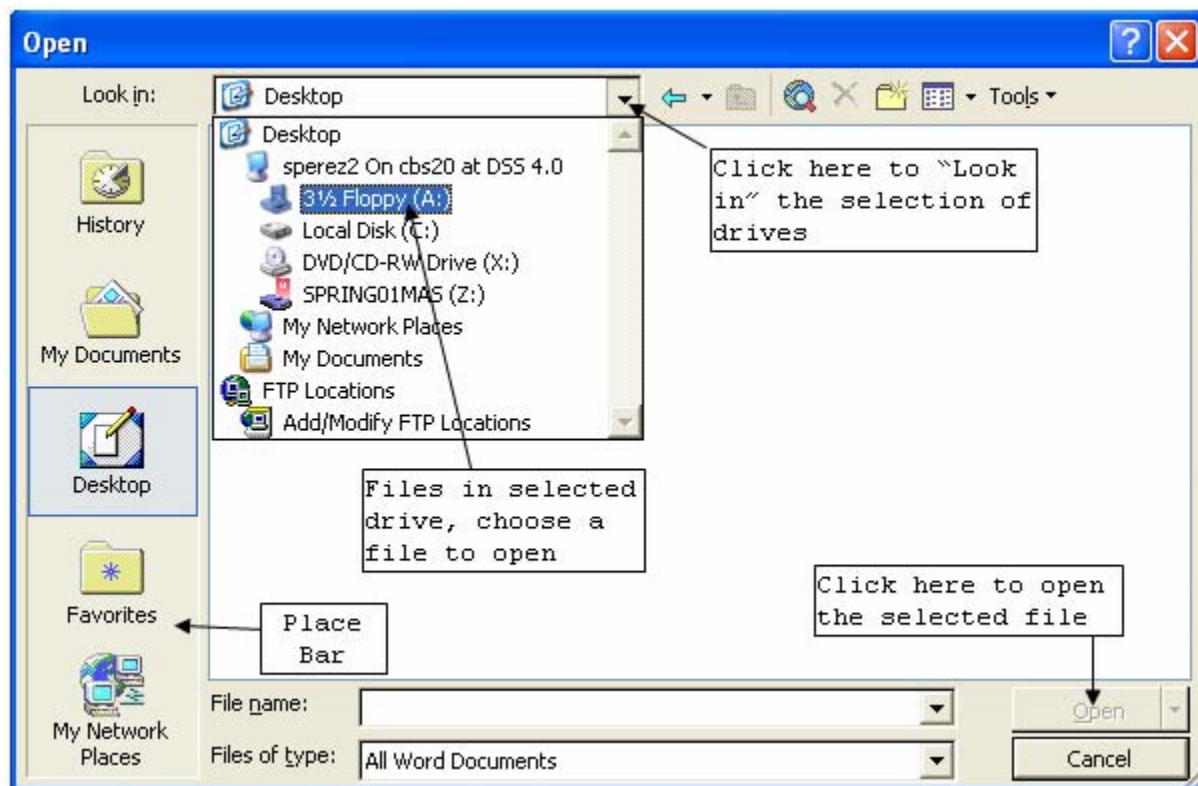



Figure 5 – Open Dialog Box

2. Click the **Look in:** drop-down arrow to select a disk drive.
3. Select the disk drive containing your document.
4. Choose the file you want to open.
5. Click the **Open** button.

!NOTE:

You may also double-click the file icon to open a document. The **Place Bar** is a vertical bar on the left that contains buttons for **History**, **My Documents**, **Desktop**, **Favorites**, and **My Network Places**. Selecting one of these buttons will take you to that folder or location.

CREATING A NEW DOCUMENT

If you have finished with one document and want to start a new document, click the **New Blank Document** button  to create a new document.

Saving and Closing a Document

After creating a new document, you can save it to a disk for later retrieval. When saving a document for the first time, Word XP opens the *Save As* dialog box in which you can select the location, and enter the desired file name for the document.

SAVING A NEW DOCUMENT

To save a document for the first time:

1. Click the **Save** button . The *Save As* dialog box opens (see Figure 6).

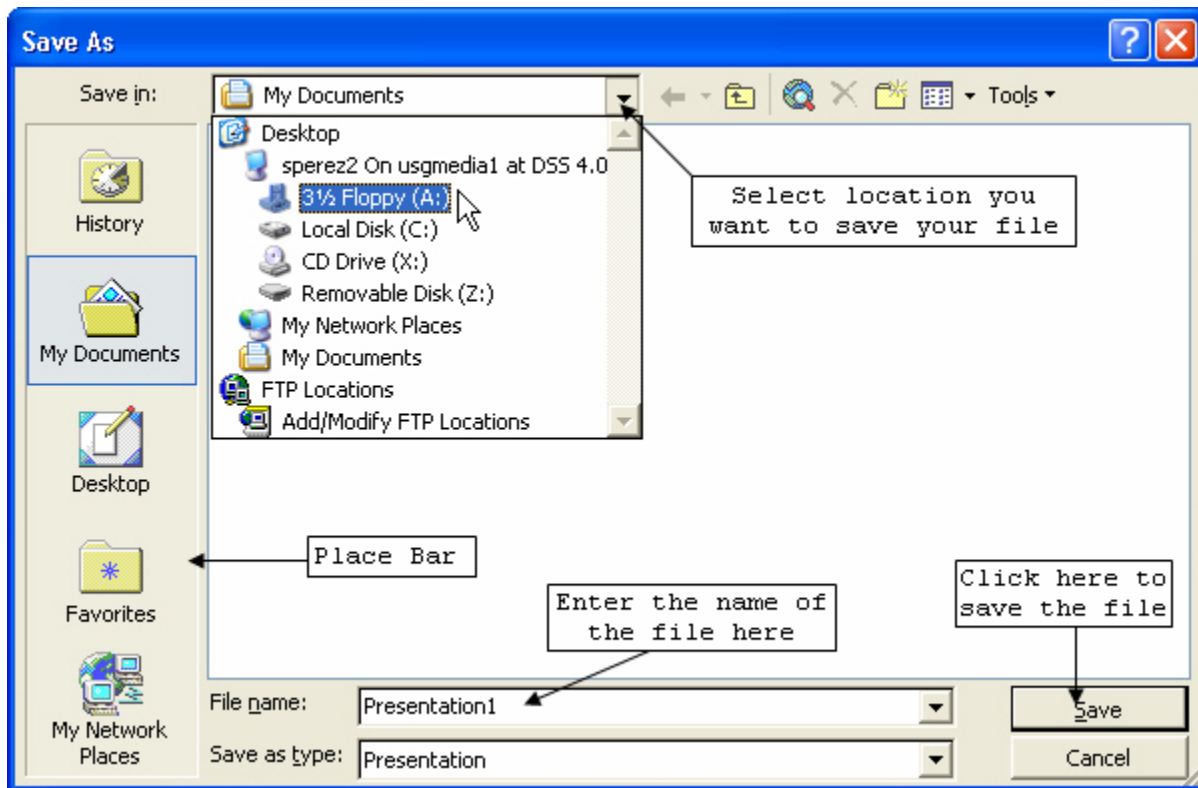


Figure 6 – Save As Dialog Box

2. Click the **Save in:** drop-down arrow to select the drive you want to save the document in. Save your documents on either the **A:** drive or **Z:** drive, when using a work station on campus.
3. Type the document name in the **File name:** text box.

!NOTE:

A file name can consist of up to 255 characters. Word XP will automatically assign the extension .doc when saving a file.

4. If you choose to save the document in the Word format (recommended), click the **Save** button.

!NOTE:

If you think you may later open the document in another application such as **Works**, **WordPerfect** or **Notepad**, choose another option from the *Save as type:* drop-down arrow, and select “**Rich Text Format**” or “**Plain Text**” (when using these options you may lose some text formatting).

SAVING AN EXISTING DOCUMENT

If you are working with a previously saved a document, click the **Save** button to save your new edits. The *Save As* dialog box will not display, and Word XP will update the changes to the existing file each time you save the document.


!NOTE:

Remember to save your document constantly to prevent loss of data in case the computer freezes or there is a power outage. If you forget to save your document and the computer freezes, all the work that you have done since the last time you saved the document will be lost.

CLOSING A DOCUMENT

When you have finished working on a document, you can close it to remove it from the application window.

To close the document:

1. Click the grey-colored **Close Window** button  at the extreme right of the **Menu** bar.
2. If you have saved your work, the document will close.
3. If you have not saved your work and you click to **Close Window** button, a message box will appear automatically asking if you want to save the latest changes to your document.

!NOTE:

The orange-colored **Close** button  in the *Window Title* bar (at the top of the screen) is used to exit the Word XP program, not just the document (see Figure 7).

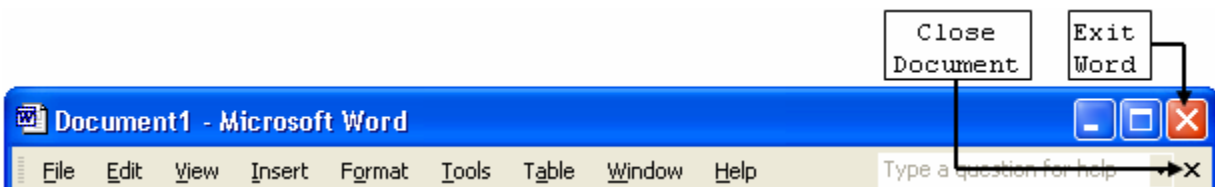


Figure 7 – Close/Exit Buttons

Page Setup

The **Page Setup...** command refers to setting the layout of the document.

CHANGING MARGINS

Margins are the spaces between the edge of the paper and the text. Margins control the amount of blank space between the top, bottom, left, and right edges of the paper and the text. The **Ruler** has a section of white that is bordered by gray. The white section represents the work area of the document while the gray sections represent the margins (see Figure 8).

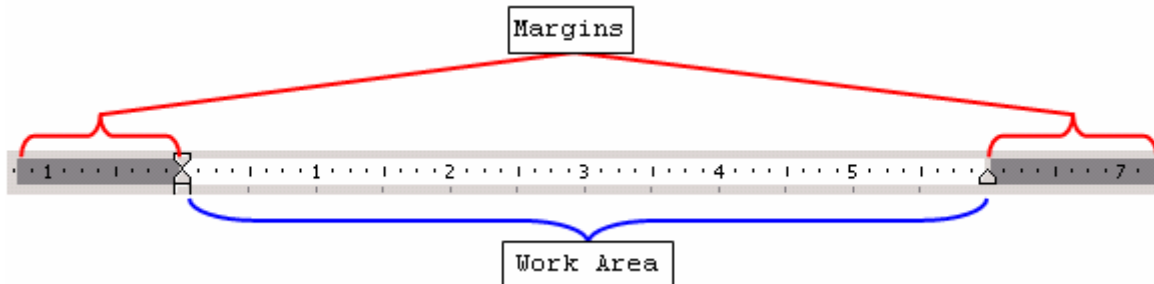


Figure 8 - Margins

To change the margins of your document:

1. Select the **File** menu on the **Menu** bar.
2. Select the **Page Setup...** command. The *Page Setup* dialog box opens (see Figure 9).
3. Select the *Margins* tab if it is not already selected.
4. Enter the desired margin widths in the **Top**:, **Bottom**:, **Left**:, and **Right**: spin boxes under the *Margins* section.
5. Click the **OK** button.

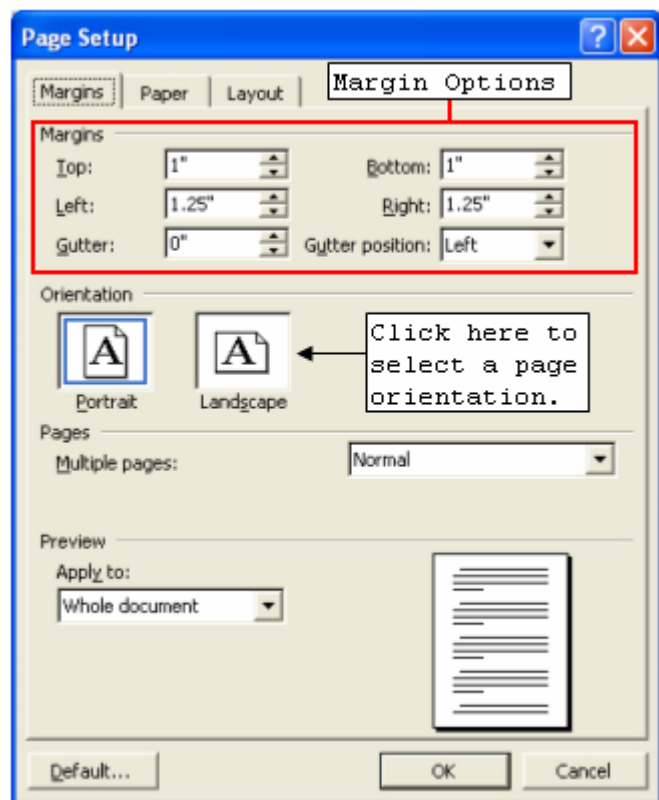


Figure 9 – Page Setup Dialog Box: Margins Tab

CHANGING PAGE ORIENTATION

Page orientation refers to how the page will be printed. Word XP includes two possible page orientations: **Portrait** or **Landscape**. Letters and memos typically use **Portrait** orientation. **Landscape** orientation is most often used for graphics, charts, spreadsheets, and drawings; however, any text document, such as an announcement or a brochure can be printed in either orientation.

To select the desired orientation:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **P**age **S**etup... command. The *Page Setup* dialog box opens (see Figure 9).
3. Select the *Margins* tab if it is not already selected.
4. Select either **Portrait** or **Landscape** in the *Orientation* section.
5. Click the **OK** button.

CHANGING PAPER SIZE

By default, documents are created in standard letter size 8 ½ x 11 inches. Word XP also provides several predefined standard paper sizes, such as legal, executive, and envelope.

To select the desired page size:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **P**age **S**etup... command. The *Page Setup* dialog box opens (see Figure 10).
3. Select the *Paper* tab if it is not already selected.
4. Click the **P**aper **s**ize: drop-down arrow, and choose the desired option.
5. Click the **OK** button.

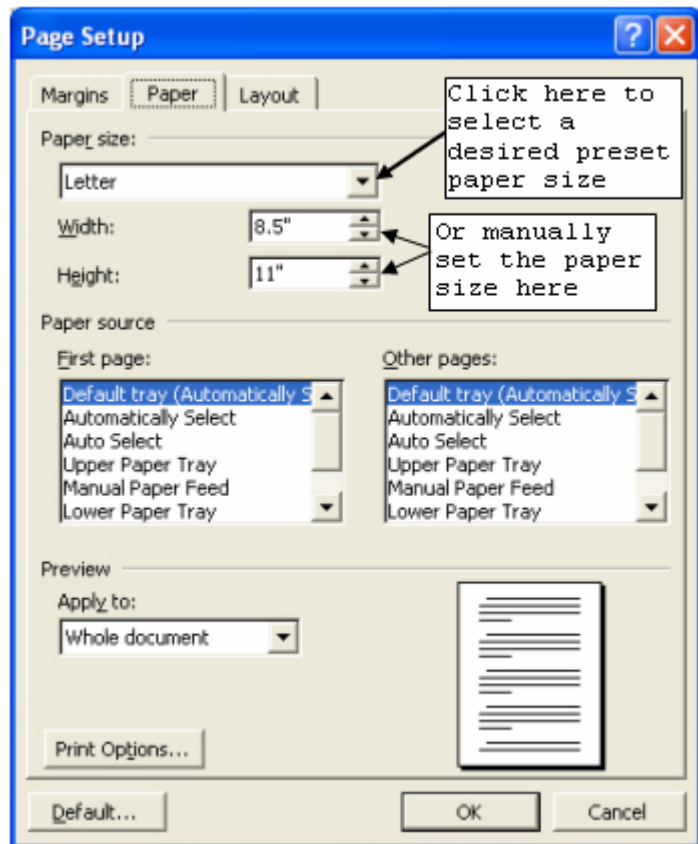


Figure 10 – Page Setup Dialog Box – Paper Tab

CHANGING PAGE ALIGNMENT

Page alignment refers to the layout of text on the page. The possible vertical alignments are: *Top*, *Center*, *Justified*, and *Bottom*.

To align your whole document on the page:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **P**age **S**etup... command. The *Page Setup* dialog box opens (see Figure 11).
3. Select the *Layout* tab if it is not already selected.
4. Click the **V**ertical **A**lignment: drop-down arrow, and select the desired option.
5. Click the **O**K button.

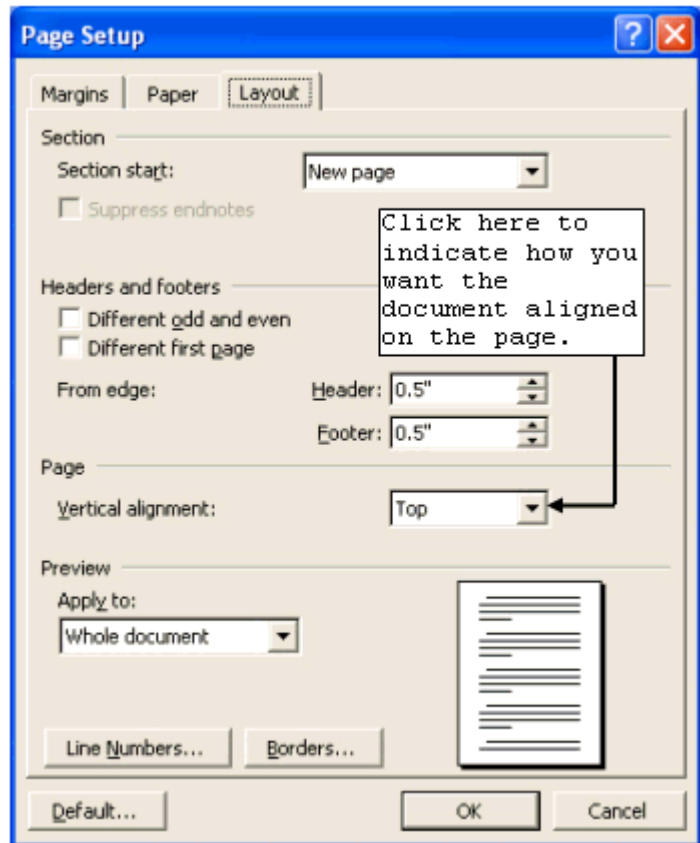


Figure 11 – Page Setup Dialog Box – Layout Tab

Editing a Document

To edit a document, you must first select the text to be edited. Text can be selected using the mouse.

SELECTING TEXT

There are several ways to select text:

Table 4 - Select Text Options

Action	Descriptions
Selecting a word	Double-click the word.
Selecting a sentence	Hold down the [Ctrl] key on the keyboard then click anywhere in the sentence that you want to select.
Selecting a paragraph	Move the pointer to the left of the paragraph until it changes to a right-pointing arrow ↗, and then double-click (a single-click will select the entire line).
Selecting any amount of text	Place the mouse over the text you want to select (it turns into an I-beam shape) then click and drag the mouse over the text.
Selecting the entire document	Either move the pointer to the left of any document text until it changes to a right-pointing arrow, ↗ and then triple-click, or simply press the [Ctrl+A] key combination on the keyboard.


CUT, COPY, AND PASTE

When editing a document, you may want to move or copy text, either within the same document or between documents. Moved or cut text is removed from its original location and placed onto the **Clipboard**.

Cut

The **Cut** feature removes the selected text from the document, and stores it on the **Clipboard**.


To **Cut** text:

1. Select the text you would like to cut.
2. Click the **Cut** button  on the **Standard** toolbar.

Copy

The **Copy** feature is similar to the **Cut** feature except that the **Copy** feature does not remove the text from its original location. It copies the selected text onto the **Clipboard**.


To **Copy** text:

1. Select the text you would like to copy.
2. Click the **Copy** button  on the **Standard** toolbar.

Paste

The **Paste** feature inserts the contents of the clipboard at an insertion point or over a selected area.

To paste the last item you have cut or copied:

1. Select the location you would like to paste the copied text.
2. Click the **Paste** button  on the **Standard** toolbar.

!NOTE:

The **Cut**, **Copy**, and **Paste** commands can also be executed by right-clicking on the selected text with the mouse. A shortcut menu will appear containing these commands (see Figure 12). Additionally, the commands can be selected from the **Edit** menu on the **Menu** bar.

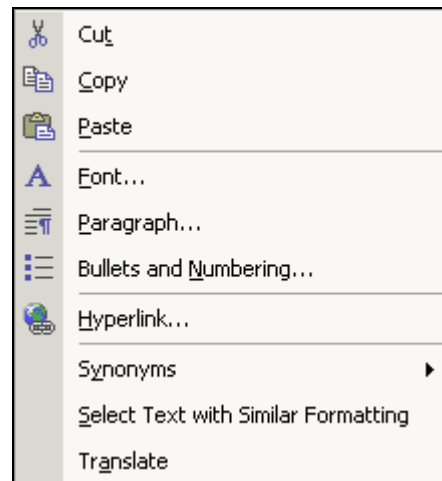


Figure 12 – Right-Click Shortcut Menu

THE CLIPBOARD TASK PANE

When you copy or cut two or more items at a time, the **Clipboard** Task Pane automatically appears. You can also open it manually.

To open the **Clipboard** Task Pane:

1. Select the **E**dit menu on the **M**enu bar.
2. Select the **Office Clipboard...** command. The **Clipboard** Task Pane opens (see Figure 13) with the latest item cut or copied listed at the top.

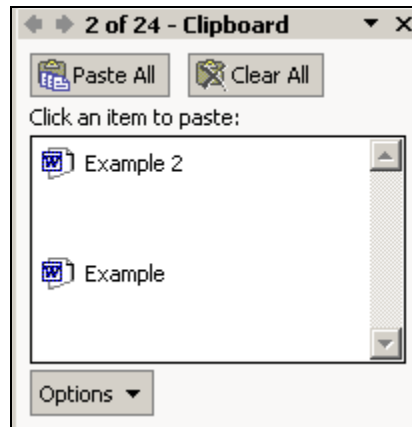


Figure 13 – Clipboard Task Pane

Paste From the Clipboard Task Pane

You can also paste items from the **Clipboard** Task Pane. Unlike the **Paste** button, which only pastes the last item that you copied or cut, you can use the **Clipboard** Task Pane to paste anything that you have cut or copied and placed on the clipboard.

To paste an item from the **Clipboard** Task Pane:

1. Select the location where you would like the item to be placed.
2. Click the item in the **Clipboard** Task Pane to paste the content.

Deleting Clipboard Items

You can also delete items that you no longer need from the **Clipboard**. You can delete individual items or delete all **Clipboard** items at once.

To delete items individually:

1. Place the cursor over the item you want to delete in the **Clipboard** Task Pane. A box around the item and a down-pointing arrow will appear to the right (see Figure 14).
2. Click the arrow.
3. Select the **D**elete command.
4. To delete all items at once, click the **C**lear All button

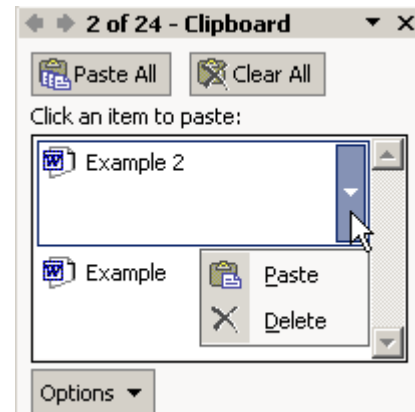
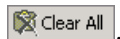


Figure 14 – Deleting Clipboard Items

REMOVING TEXT

There maybe times when you need to delete a character, word, sentence, paragraph, or block of text. Once the text has been selected, it can be deleted with a single keystroke.

Removing Characters

You can use either the **[Backspace]** or the **[Delete]** keys on the keyboard to remove one character at a time. The **[Backspace]** key removes the character to the left of the cursor and **[Delete]** key removes the character to the right of the cursor.

To remove characters:

1. Place the insertion point by the character(s) to be removed.
2. Press the **[Backspace]** key or the **[Delete]** key. The choice will depend on whether you want to delete the character to the left or to the right of the insertion point.

Removing a Whole Word, Sentence, Paragraph, or Block of Text

You can also use the **[Delete]** key if you need to delete a whole word, sentence, paragraph, or block of text at once.


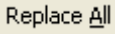
To delete a whole word, sentence, paragraph, or block of text:

1. Highlight the text you want to delete.
2. Press the **[Delete]** key.

REPLACING TEXT

You can replace a specific word or phrase by using the **Replace...** command. You can also instruct Word XP to search for and replace each occurrence of the word or phrase individually or all at once.

To replace text:

1. Select the **E**dit menu on the **M**enu bar.
2. Select the **R**eplace... command. The *Find and Replace* dialog box opens.
3. Enter the word(s) you want to replace in the **F**ind *what:* text box.
4. Enter the new word(s) in the **R**eplace *with:* text box.
5. You can click the **R**eplace button  for individual occurrence of the word(s) or the **R**eplace **A**ll button  for all occurrences of the word(s) in the document.
6. Click the **O**K button.

Document Formatting

Document formatting refers to the appearance of the text of your document.

CHARACTER FORMATTING

Character formatting enhances the appearance of text, and includes **Font**, **Font Size**, and Font style. Character formatting is applied using the **Formatting** toolbar (see Figure 15).

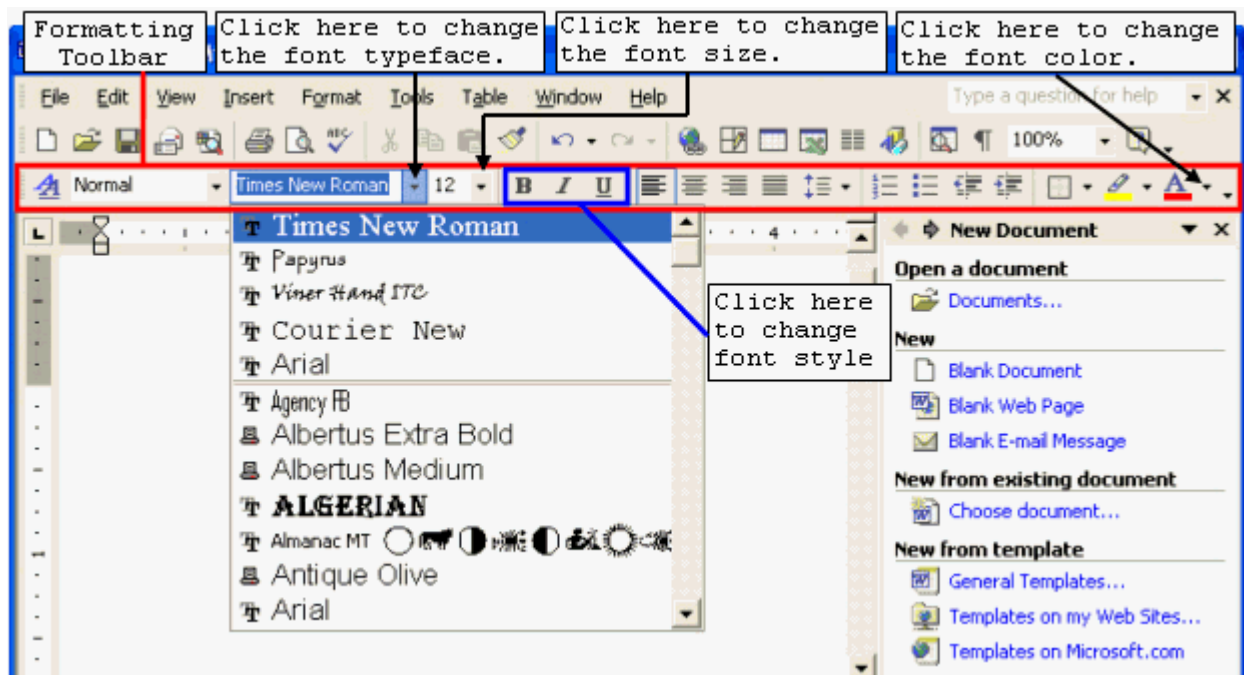


Figure 15 – Formatting Toolbar: Character Formatting

Changing Font Typeface

A **Font** typeface is defined as a group of characters sharing similar type attributes. The default **Font** typeface for new documents is *Times New Roman*.

To change the **Font** typeface for selected text:

1. Select the text you would like to change as described in the “[Editing a Document](#)” section of this handout.
2. Click the **Font** drop-down arrow on the **Formatting** toolbar. A list of available fonts will appear.
3. Select the desired font name to change the **Font** typeface.

Changing Font Size

Font Size refers to the height of printed text on a page. The higher the number you enter for the **Font Size**, the larger the text will be. The default **Font Size** for new documents is 12.

To change the font size for selected text:

1. Select the text you would like to change as described in the “[Editing a Document](#)” section of this handout.
2. Click the **Font Size** drop-down arrow on the **Formatting** toolbar.
3. Select the desired font size.

Changing Font Style

Font style refers to font type enhancement such as **Bold**, **Italic**, and **Underlining**. See Table 5 for examples of the different font styles available.

Table 5 – Font Styles

Font Style	Example
Bold B	Example of Bold text.
Italic <i>I</i>	<i>Example of Italicized text.</i>
Underline <u>U</u>	<u>Example of Underlined text.</u>

To change the font style for selected text:

1. Select the text you would like to change as described in the “[Editing a Document](#)” section of this handout.
2. Click the desired font style button on the **Formatting** toolbar.

!NOTE:

It is possible to apply more than one font style to text.

PARAGRAPH FORMATTING

There may be times when you want to make the paragraphs in your document stand out. You may want to change the line spacing, or use indentations as well as setting tab stops so the text can appear in fixed locations across the page. You can apply *paragraph formatting* by using either the *Paragraph* dialog box, the **Horizontal Ruler**, or shortcut buttons and keystrokes depending on which type of paragraph formatting you are applying.

To open the *Paragraph* dialog box:

1. Select the **Format** menu on the **Menu** bar.
2. Select the **Paragraph...** command. The *Paragraph* dialog box opens (see Figure 16).

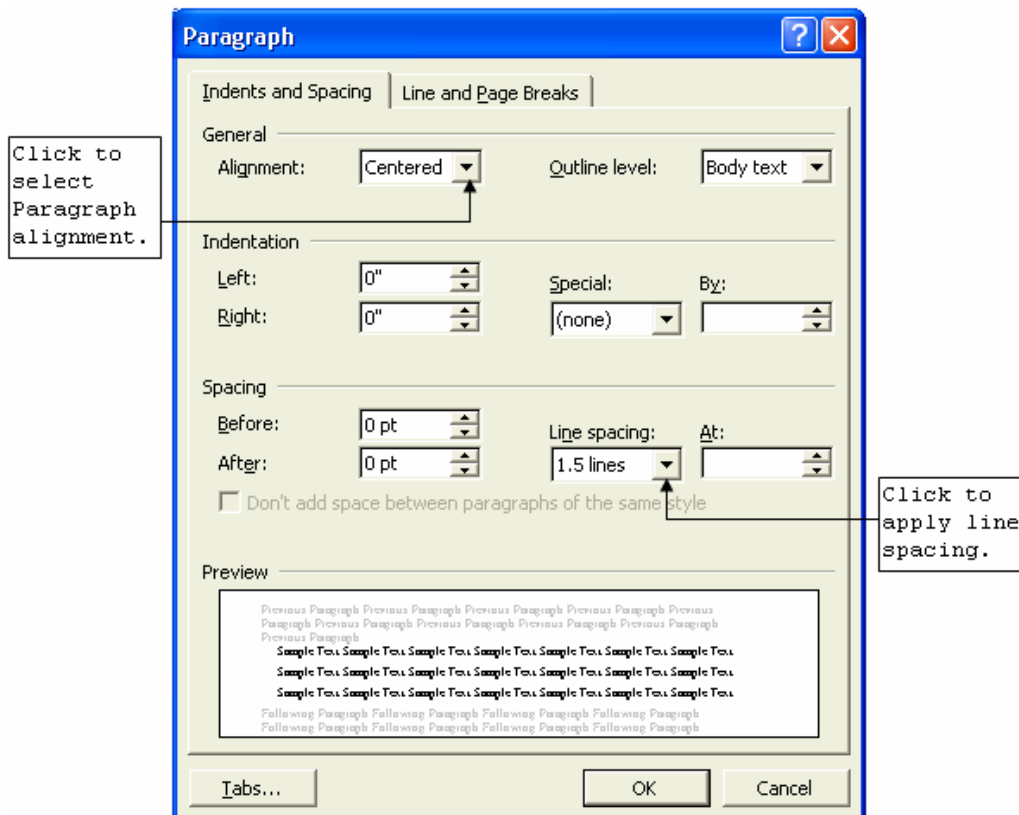






Figure 16 – Paragraph Dialog Box

Paragraph Alignment

Paragraph alignment refers to the horizontal alignment of a paragraph. See Table 6 for descriptions of the different paragraph alignments you can apply. Paragraph alignments can be applied either by using the alignment buttons on the **Formatting** toolbar or by using the *Paragraph* dialog box.

Table 6 – Paragraph Alignments

Button	Description
Align Left 	Left alignment aligns text to the left margin and produces a ragged (uneven) right margin. Align Left is the default setting.
Center 	Center alignment centers text to the middle of the page (between the left and the right margins).
Align Right 	Right alignment aligns text to the right margin and produces a ragged (uneven) left margin.
Justify 	Justified alignment aligns text to the both left and right margins so that neither margin is ragged.

To apply paragraph alignment using the shortcut buttons:

1. Place the cursor within the paragraph that you want to apply paragraph alignment.
2. Click the desired paragraph alignment button on the **Formatting** toolbar.

To apply paragraph alignment using the *Paragraph* dialog box:

1. Place the cursor within the paragraph that you want to apply paragraph alignment.
2. Select the **Format** menu on the **Menu** bar.
3. Select the **Paragraph...** command. The *Paragraph* dialog box opens (see Figure 16).
4. Select the *Indents and Spacing* tab if necessary.
5. Click the **Alignment:** drop-down arrow under the *General* section.
6. Select the desired paragraph alignment option.
7. Click the **OK** button.

Line Spacing

Line spacing refers to the distance between every line in a paragraph. You can adjust the line spacing in the *Paragraph* dialog box, or by using shortcut keystrokes. Line spacing options from which you can choose include **Single**, **1.5 lines**, and **Double**.

To apply line spacing using the *Paragraph* dialog box:

1. Place the insertion point within the paragraph that you want to apply line spacing.
2. Open the *Paragraph* dialog box (see Figure 16).
3. Select the *Indents and Spacing* tab if necessary.
4. Click the **Line spacing:** drop-down arrow under the *Spacing* section.
5. Click the desired selection.
6. Click the **OK** button.

To apply line spacing using shortcut keystrokes:

1. Place the insertion point within the paragraph that you want to apply line spacing.
2. Press the keystroke combination for the line spacing you want to apply (see Table 7)

Table 7 - Shortcuts for Setting the Line Spacing

Keystroke	Line Spacing Applied
[Ctrl+1]	Single Line Spacing
[Ctrl+5]	1½ Line Spacing
[Ctrl+2]	Double Line Spacing

Indentations

An *indentation* is the space between the text and the left and/or right margins. You can apply indentations by using the indentation markers on **Horizontal Ruler**. See Table 8 for descriptions of the different types of indentations that available.

Table 8 – Indentation Types

Indentation	Description
Left and Right Indent	Indents the entire selected paragraph from the Left/Right margin
First Line Indent	Indents only the first line of the selected paragraph from the Left margin.
Hanging Indent	Indents all lines of a paragraph other than the first line from the left margin

The **Horizontal Ruler** (see Figure 17) should display automatically when you launch Word XP. If not you will need to display it.

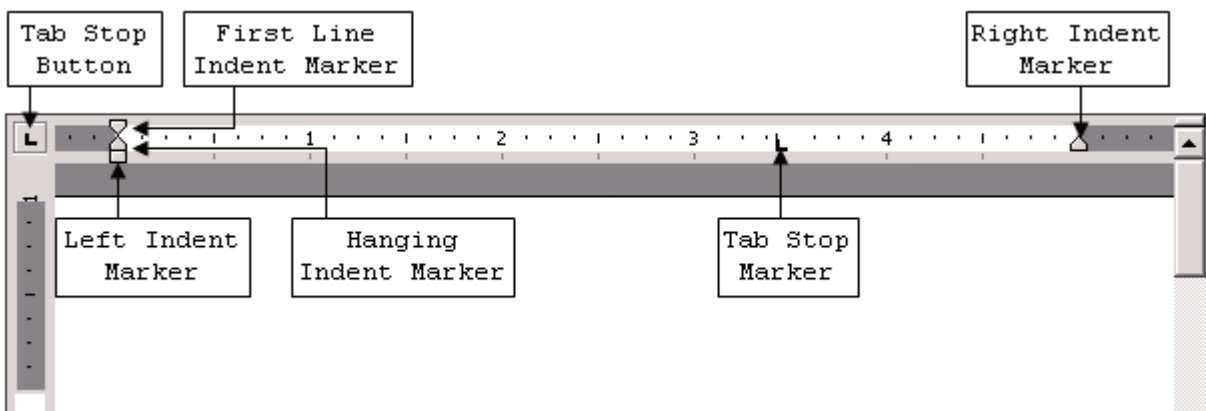


Figure 17 – Horizontal Ruler: Indentation and Tab Stop Markers

To display the Ruler:

1. Select the **V**iew menu.
2. Select the **R**uler command.






To apply indentations using the **Horizontal Ruler**, simply drag the indentation marker(s) on the **Horizontal Ruler** to the point where you want your paragraph to indent.

Setting Tab Stops

When you need to create a document in which the text appears at fixed locations across the page, you can use *tab stops* to space the text in a paragraph. Each paragraph can have a different

combination of tab stops. You can set tab stops by using the **Tab Stop** button on the *Horizontal Ruler*.

Table 9 – Tab Stops

Tab	Descriptions
Left-Aligned Tab 	Text and numbers are aligned flush left to the tab stop.
Center Tab 	Text and numbers center under a center tab stop.
Right-Aligned Tab 	Text and numbers align flush right to the tab stop.
Decimal Tab 	Text and numbers align to the tab stop at the first decimal point.
Bar Tab 	Creates a vertical line at the tab stop each time a new line is created.

To set tab stops using the Horizontal Ruler:

1. Place the insertion point within the paragraph that you want to set tab stops.
2. Click the **Tab Stop** button at the far left of the *Horizontal Ruler* until it changes to the type of tab you want. See Table 9.
3. Click the *Horizontal Ruler* where you want to set a tab stop. A tab stop marker will appear where you clicked.

HEADING STYLES

Heading styles are predefined character and paragraph formatting styles. They are useful when writing a paper about more than one topic and you need to insert a title at the beginning of each topic. By using heading styles, you can apply different character and formatting attributes simultaneously instead of having to apply them individually. When you create a new document the available heading styles are “*Heading 1*”, “*Heading 2*”, “*Heading 3*”, and “*Normal*”. Whenever you apply a new formatting style to the text of the document, a new heading style is created for that document so you can use it to apply the same formatting attributes to another section later on with a single click.

To apply a heading style:

1. Select the text you want to apply a heading style to as described in the “[Editing a Document](#)” section of this handout.
2. Click the *Style* drop-down arrow on the **Formatting** toolbar (see Figure 18).
3. Select the desired heading style.

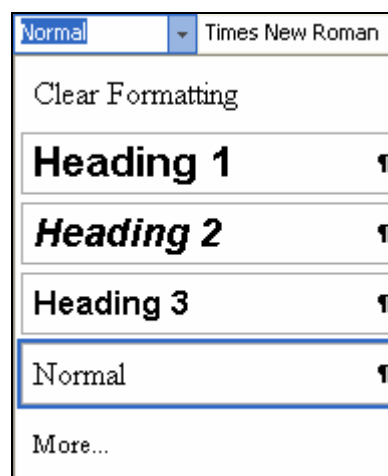



Figure 18 – Heading Style Drop Down List

NUMBERS AND BULLETS

When presenting a list, you may want to number or *bullet* each item to distinguish one from the other. A bullet list is used for basic item lists while a numbered list is often used when the order is important (i.e. instructions).


Bullet List

To create a bullet list:

1. Select the text you want to add bullets to.
2. Click the **Bullets** button .

Numbered List

To create a numbered list:

1. Select the text you want to add numbers to.
2. Click the **Numbering** button .

To undo bullets and numbers:

1. Select the text.
2. Click the button on the **Formatting** toolbar corresponding to the list (**Numbering** or **Bullets**).

Headers and Footers

You can also insert *headers* and *footers* into your document. A header is text that appears at the top margin of all pages in the document. Footers appear at the bottom margin of all pages in the document. A header and footer can include a date, file name, chapter titles, or a company logo (see Figure 19).

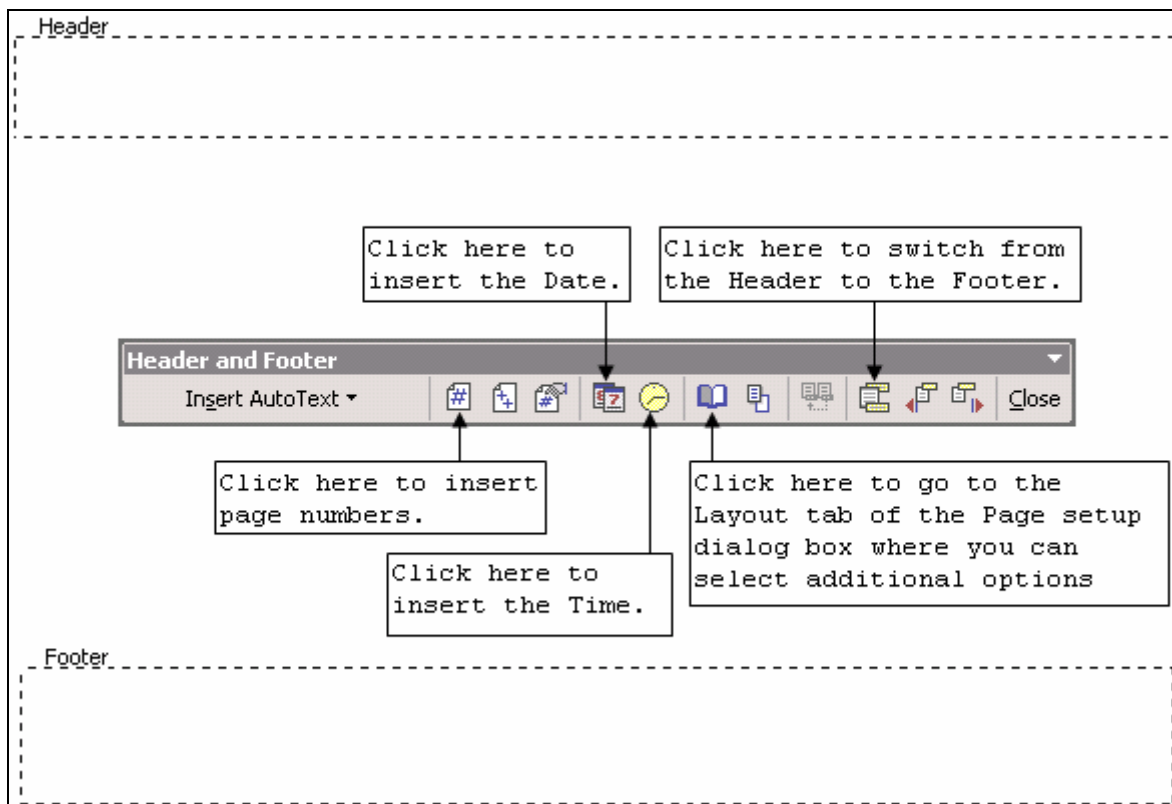


Figure 19 - Headers and Footers


CREATING HEADERS AND FOOTERS

When creating a header or footer, you can use the same header and footer throughout a document or change the headers and footers in different sections of the document.

To create a header and footer:

1. Select the **V**iew menu on the menu bar.
2. Select the **H**header and **F**ooter command. The *Header* and *Footer* fields will appear.

To move between the header and footer:




1. Click the **Switch Between Header and Footer** button  on the toolbar.
OR
1. Use your *Vertical scroll bar* to scroll up or down.
2. Click within the field that you want to edit.

You can type any information in the fields and use all of the options on the **Formatting** toolbar (see Figure 15) to change the appearance of the text.

INSERTING PAGE NUMBERS, THE DATE AND THE TIME

If you would like page numbers, and/or the date and time in the header, place the insertion point in the *Header* field. If you would like them in the footer, place the insertion point in the *Footer* field.

To insert page numbers, the date, and the time into the header or footer:

1. Select the **V**iew menu on the **M**enu bar.
2. Select the **H**header and **F**ooter command.
3. Click inside the *Header* or *Footer* field depending on where you want to insert the page numbers.
4. Click the appropriate button(s) for your selection (**I**nsert **P**age **N**umber , **I**nsert **D**ate , or **I**nsert **T**ime ) on the **H**header and **F**ooter toolbar (see Figure 19). This will automatically place page numbers, the date, and the time on every page.


!NOTE:

Every header or footer you create continues on the pages that follow.

CREATING A DIFFERENT FIRST PAGE HEADER AND FOOTER

In many documents, the first page has a different header and footer than the rest of the document. For example, when creating a title page you can choose to have a different first page header or footer so that the first page only has the title of the paper and your name.

To create a different first page header and/or footer:

1. Select the **V**iew menu on the **M**enu bar.
2. Select the **H**header and **F**ooter command.
3. Click the **P**age **S**etup button  on the **H**header and **F**ooter toolbar. The **P**age **S**etup dialog box will open. By default, the *Layout* tab will be selected.
4. Select the *Different first page* check box in the *Headers and Footers* section.
5. Click the **OK** button.

6. Type in a new header and/or footer for the title page.

To edit the header or footer after closing the **Header and Footer** toolbar:

1. Double-click the *Header* or *Footer* field of your document.
2. The **Header and Footer** toolbar should open.
3. Edit the *Header* or *Footer* field(s).

Converting to a Web Page

There are two ways to create a Web page. You can convert an existing Word document to *HTML* (Hyper Text Markup Language) - the official Internet format - or you can create a new document by using a template. This file format allows you to create links to documents on the World Wide Web.

CONVERTING AN EXISTING WORD DOCUMENT

Because some Word XP features are not supported by HTML, you should save your work first in Word format, especially if you plan to use the file again as a Word document.

To convert a Word document to a web page:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **S**ave as **W**eb **P**age... command.
3. Click the **O**K button.

!NOTE:

Font Size, Bold, Italic, and Underline formatting options are preserved as closely as possible during the conversion to HTML. However, other functions such as page numbers are not preserved because an HTML document is considered a single page with no page numbers.


CREATING A WEB PAGE FROM A WIZARD OR TEMPLATE

Word XP provides a wizard that helps you create your own web site. The wizard allows you to connect existing files into a site, or you can create the pages by using different templates and visual themes. The wizard will guide you step by step through the process of creating a structure in which you can fill in the information to build up your own web page.

To create a web page using the wizard:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **N**ew... command.
3. Select **G**eneral **T**emplates... from the **N**ew from **t**emplate section of the **N**ew **D**ocument Task Pane.
4. Select the *Web Pages* tab.
5. Double-click the *Web Page Wizard* and follow the instructions in the *Wizard*, or double-click any other options.
6. Add or change any text or formatting you desire.


Printing a Document

To print your document, click the **Print** button  on the **Standard** toolbar and one copy of your document will print automatically. Word prints the entire document using the default print settings defined in **Page Setup...** (see [Page Setup](#)).

PREVIEWING A DOCUMENT

Before printing, it is best to preview the document to see how the text appears on each page. The **Print Preview** feature displays the pages as they will appear when printed. Using the **Print Preview** feature can avoid wasting time and paper by viewing the draft version of the document.

To use **Print Preview**:

1. To preview your document click the **Print Preview**  button on the **Standard** toolbar.
OR
Select the **F**ile menu on the **M**enu bar then select the **Print Preview** command.
2. To see the document closely in **Print Preview**, click anywhere in the document and the cursor should change to a magnifying glass. After the cursor changes, clicking the document again will cause the magnification to increase so that you can read the areas of the document you clicked.
3. To exit **Print Preview**, click the **C**lose button.

PRINTING OPTIONS

Printing options found in the *Print* dialog box (see Figure 20) include printing the current page, selected text, or even a range of pages.

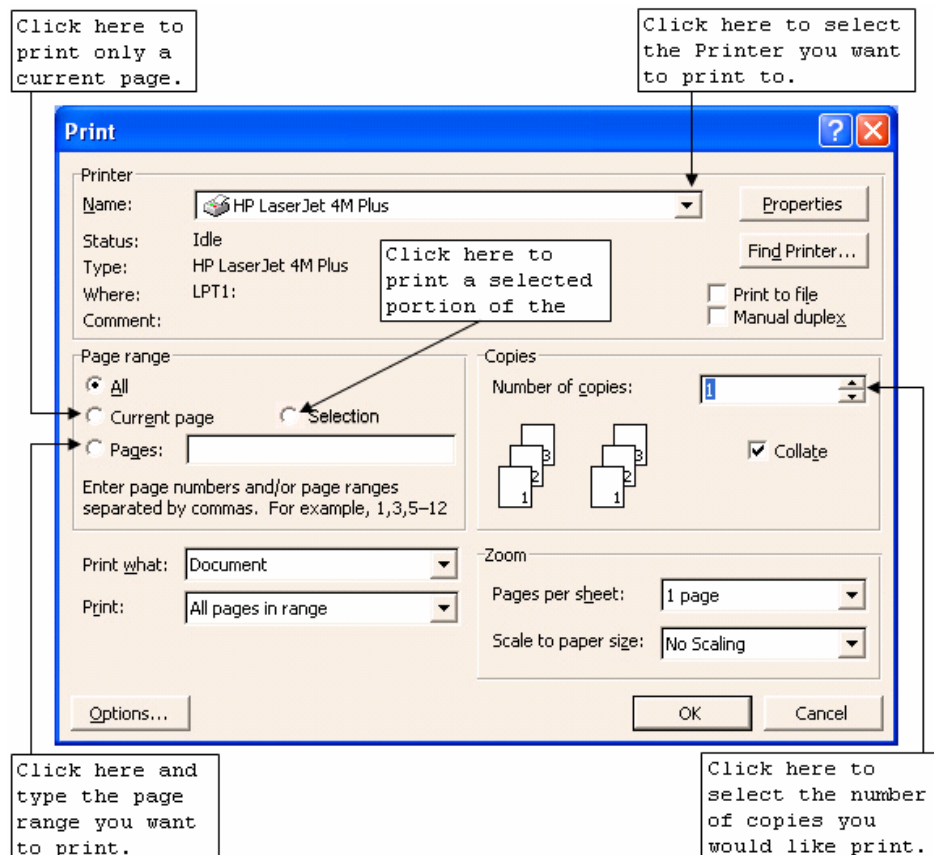


Figure 20 - Print Dialog Box

Printing the Current Page

When printing a document, you can choose to print only the current page. This option is useful if you made changes to only one page after printing the entire document.

To print the current page:

1. Make sure the insertion point is within the page you want to print
2. Select the **F**ile menu from the **M**enu bar.
3. Select the **P**rint... command. The *Print* dialog box opens (see Figure 20)
4. Select the **C**urrent *Page* option button in the *Page range* section.
5. Click the **O**K button.

Printing Specific Pages

You can print specific pages within a document.

To print a selected page:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **P**rint... command. The *Print* dialog box opens (see Figure 20).
3. Select the **P**ages: option button in the *Page Range* section.
4. Type in the page numbers you would like to print using commas to separate pages or hyphens to print adjacent pages
 - Example: 1-12 (pages 1 through 12 will print)
 - Example: 14,19,24 (only the individual pages 14, 19, and 24 will print)
5. Click the **O**K button.

Printing a Selection from the Document

If you do not select anything in the document before opening the *Print* dialog box, the **S**election option will not be available in the *Print* dialog box.

To print a selection:

1. Select the portion of your document you would like to print.
2. Select the **F**ile menu on the **M**enu bar.
3. Select the **P**rint... command. The *Print* dialog box opens (see Figure 20).
4. Select the **S**election option button in the *Page Range* section.
5. Click the **O**K button.

Printing Multiple Copies

There are times you may want to print multiple copies of a document.

To print multiple copies:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **P**rint... command. The *Print* dialog box opens (see Figure 20).
3. Enter the number of copies you want to print in the **N**umber of **c**opies: spin box in the *Copies* section.
4. Click the **O**K button.

!NOTE:

To get sets of multiple copies, check the **Collate** check box Collate in the *Copies* section.

SELECTING A PRINTER

If you have a shared network of printers, you may want to switch to another printer.

To select a printer:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **P**rint... command. The *Print* dialog box opens (see Figure 20).
3. Click the **N**ame: drop-down arrow.

For a Dot Matrix Printer (example):

4. Select **EPSON DFX-5000+**
5. Click the **OK** button.

For a Laser Printer (example):

4. Select **HP LASERJET**.
5. Click the **OK** button.

Help

Word XP has an extensive **H**elp option to answer any questions you may have regarding the commands and functions of Word.

OFFICE ASSISTANT

Word XP includes an *Office Assistant* along with the information database for help using the application.

To find help by using the *Office Assistant*:

1. Select the **H**elp menu on the **M**enu bar.
2. Select the **S**how the **Office Assistant** command. The *Office Assistant* appears (see Figure 21).

!NOTE:

There are several **Office Assistant** characters available if you want to see a different character from the one shown.

3. Type a topic or the question you need an answer for in the *What would you like to do?* text box.
4. Click the **S**earch button. A list of possible topics that might help appears.
5. Select the topic you think would answer the question. The *Microsoft Word Help* window opens displaying information on the topic you chose.

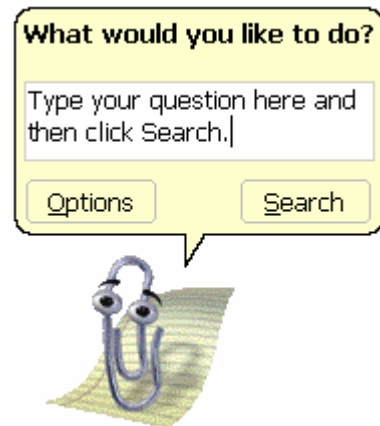


Figure 21 – Office Assistant