

Module 3: Word Tip Sheet

Getting Started

This module will NOT tell you everything you need to know about Microsoft Word. That is unnecessary because there are already too many 500 page books dedicated to explaining Word. Better yet, the Word program itself contains a number of “on line” sources of help that you can consult while running the program. This Tip Sheet is designed to help you learn the word processing techniques that are particularly useful for economics majors writing term papers and research reports. It will provide you with advice on how to proceed and where to look for additional help.

Before getting into Word you must make sure that you know basic Window Skills, such as the role of directories (folders), how to use the **Ctrl** and **Alt** keys, double clicking, resizing windows, the nature of list boxes, and the procedures for starting and exiting programs.

Note that while there are a number of versions of Microsoft Word, including a special MAC version, they are quite similar. All the features described in this Tip Sheet are likely to be available in whatever version you are using, although there may be some minor variations in the way in which the commands are executed.¹

What you Should Know About Word processing with Microsoft Word²

1. The Word View

When you start Microsoft Word, you will be confronted by an intimidating screen similar to that pictured at the top of the next page, but without the text in the middle of the screen.

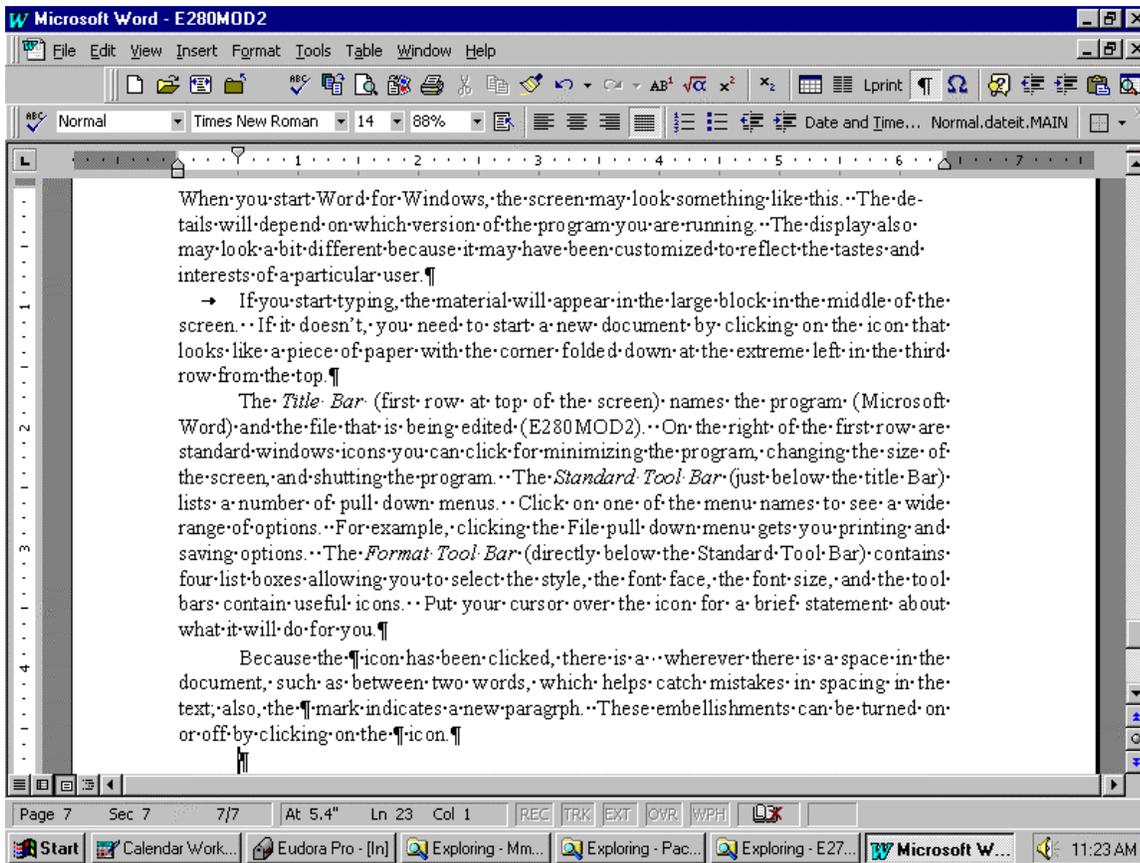
- The text pictured in the middle of the screen is the active document that the user was working on when the picture was captured. This “Text Area” contains useful information about how to interpret Word’s display, including an explanation of the various toolbars at the top of the screen.³
- The “Text Area” may appear either as black letters on a white background or white letters on a blue background, depending upon how the options are set on your computer.⁴
- You can switch among several alternative ways in which the text area is displayed by tapping on the **View** icon in the second row from the top with the left mouse button. “Page Layout View” is displayed in the picture on the next page.
- The **Ruler** option on the **View** pulldown menu toggles (turns on and off) the rulers at the top and side of the Page Layout View.
- Because the ¶ icon has been clicked, there is a · between words and everywhere else where there is a space in the document, which helps catch mistakes in spacing in the text; also, the ¶ mark indicates a new paragraph. These embellishments can be turned on or off by clicking on the ¶ icon. Using two spaces between sentences enhances the appearance of the document.

¹ Word for Windows can read and write a number of different file formats, including Word Perfect. However, Word-97 writes Word files in a new format which Word6 cannot read; if you have Word6, check over ????. You can read such files with Word6 by installing a converter available in a file called WRD97CNV.EXE that can be downloaded from the PAC Data Lab Home Page.

² Microsoft’s Word is not necessarily a better product than the alternatives, such as Word Perfect. Any modern word processor will do all the operations described in this Tip Sheet. If you have *mastered* an alternative word processor and you are happy with it there is no advantage to learning Word. However, you will be on your own because the ITS help staff only supports Word.

³ The Print-Screen key on the right-hand end of the top row places the current screen’s contents onto the Clipboard, from which it can be pasted into a Word document with Ctrl-V.

⁴ To change this and other options you can select Options/General on the Tools pull-down menu. Equations and graphics may not be clearly visible if you select blue text on white background.



2. Help!



If you use your mouse to place your cursor on top of one of the tool-bar icons near the top of the screen the program will give you a brief one-liner explanation of what that icon will do for you. Tap on the icon if you want to put it to work.

You can obtain Help by clicking on the **Help** pull down menu at the end of the Standard Menu Bar, or you can push the F1 key near the upper left of the keyboard; or you can click on the ? Icon near the right-hand end of the row of icons on the third row from the top.

The most frustrating part of help is figuring out how to ask the question in such a way that the computer will understand what you want to know! The second most frustrating aspect is that the program tends to tell you more than you want to know.

If you have had considerable experience with Word Perfect, you can turn on special help for Word Perfect users by clicking the WPH icon near the lower right hand corner of the screen.

3. Saving Output

Don't loose your term paper! Before proceeding very far when preparing any kind of a document or data file on the computer you should make sure you can save your output. To test your saving skills, first start a new document by clicking on the first icon on the Standard Tool Bar (third row from top) and type a few words. Now click the **File** pull down menu on the Menu Bar (second row from top) and select **Save As**. You can specify the drive on which you will save the file [e.g., Drive A (floppy) or Drive C (your computer's hard drive) or Drive H for your private area on the server], the subdirectory (folder) where you wish to store the file, and the name of the file (e.g., "FirstTry.Doc").

NOTE: The computer expects Word files to have "DOC" as the three letter "file name extension" following the period in the file name.

: The computers in the various ITS labs on campus use Word97. If you have Word 6 or earlier on a computer in your room it may not read Word97 formatted files you have created in one of the data labs. The work-around is to ask Word97 to save your file in Rich Text format by selecting the file type option in the **Save File** menu; Word 6 can usually read such files. Indeed, if you have Word Perfect on your home computer, you can ask Word to save in that format.

4. Opening (Loading) Files

To load a file into Word just click the **open** Icon (second Icon from the left on the Standard Tool Bar). You will have to select the appropriate drive and subdirectory from the Open Menu; then double-click on your filename. [Your filename will not show if it does not have the .DOC filename extension — you can work around this by selecting “All files” in the list box in the lower left-hand corner of the Open Menu.]

Shortcut: Word remembers the names of the last few files you saved — click the **File** pull down menu to see the list and then click on the name of the file you wish to load into Word.

5. Blocking Text

Blocking (i.e., selecting) text is a basic task — you must master this skill in order to move text around, change the font, and execute a host of other operations.

Block text by holding down the left mouse button while moving the mouse over the text that you wish to select.

Shortcuts: You can select a word by clicking on it two or three times (fast) with the left mouse button; click again and you will select a whole paragraph, select the whole document with **Ctrl-A**. Select from the cursor to the end of the document with **Ctrl-Shift-End**.

6. Dragging Text; Copy-paste, Deletion

You can move text that you have blocked by (1) moving the cursor back so it is over the blocked text, (2) holding down the left mouse button and waiting for the arrow to appear, (3) dragging the blocked text where you want it, and then (4) lifting your finger off the left button.

Or you can copy blocked text by copying it onto the clipboard with **Ctrl-C**, placing the cursor where you want to put the stuff, and then pasting it there with **Ctrl-V**.⁵ Or from the Menu Bar use **File/copy** and **File/paste**. If you to move rather than copy (i.e., cut) use **Ctrl-X** instead of **Ctrl-C**

Note: Copy-Pasting is better than dragging when moving larger blocks of text, moving text a considerable distance on your document, and when moving text and graphs and so forth from one program to another.

7. Importing output from other programs.

- You can import text from a variety of other Windows programs (e.g., a spreadsheet or a statistical package) into your word document (e.g. a term paper) by opening the other program, selecting the text (perhaps with the Select all option in the other programs Edit pull down menu) and copying it onto the clipboard. Then you switch to Word, place the cursor where you want to insert the material, and paste it there with **Ctrl-V**.
- Alternatively, many programs have options for saving text to a file in a format that can be read by another program. Thus many statistically oriented programs let you save data to a file in a format that can be read by Word; e.g. ASCII or Coma Separated Variable (CSV) format.

8. Font Selection

The Font option allows you to underline, place the title of a journal or book in *italics*, emphasize with **bold** type, change the **size** of the type, or insert subscripts or superscripts (X_i , Y_2)

Times New Roman size 10 is the font face for this document, as indicated on the two list boxes on the Format menu bar near the top of the screen pictured on page 2. Note that “Times New Roman” may well be the best font (typeface) for most purposes. But if you have imported a table or statistical output from another program it may not space properly with that font; try New Courier, which is *not* proportionately spaced (i.e., an i is just as wide as an m).

⁵ For alternative pasting options, you can use the PasteSpecial menu available from the Edit menu.

Arial font face size 11 is used in this document to distinguish things typed into the computer.

- To change the font for anything you will type after the cursor, click the arrow to the right of the font list-box and make your selection.
- To change the font of material you have already typed, block it and then select the font from the list box.
- You can get to the Font menu more quickly by just clicking the right mouse button [Shift+Mouse Button on a Mac].
- You can change the size of the font by blocking the text and then hitting **Ctrl+[** to shrink (i.e., hold down the Control Key and press the left bracket) or **Ctrl-]** to enlarge; this leaves the font you have selected unchanged.
- Use **Ctrl-U**, **Ctrl-I** or **Ctrl-B** to toggle on and off underline, *italics* and **bold** (or click **U**, **I**, or **B** on the Format menu bar). Toggle on subscripts with **Ctrl-=** and superscripts with **Ctrl+=** = **Ctrl-Shift+=**.
- To copy formatting, block a piece of text in the format you wish to copy, then click the paintbrush in the toolbar, then block the text you wish to reformat.

9. Spell Check and Grammar Check

Always use the spell-checker. Word's spell and grammar checkers help, but they are far from fool proof. They missed every error in the following sentence: "The affect of the spelling checker is to effect the quality of term paper allot." *Always proofread!*

In Word 7, Spell checker automatically underlines misspelled words in red; if its not running, you can turn it on by clicking **ABC✓** icon in the Standard Tool Bar. You can ignore spell-check's suggestions if you like. If the spell checker doesn't know a word or name in your writing vocabulary, touch the **ADD** icon to enlarge Word's vocabulary.

10. Printing files:

- **File/Print/preview** allows you to see the file exactly as it is going to print — it saves paper.
- **File/Print** gets you to the print menu; or just hit the printer icon on the toolbar.

Tip: If you use an inkjet printer that prints out pages in reverse order (page 3 on top of page 2 on top of page 1), you can offset this by clicking the "Reverse Print Order" icon in **Tools/Options/Printer** menu.

11. Page numbering and the header-footer areas

If you want only page numbers but not a header or footer, you can use the **Insert/Page Numbers** menu.

For additional information, such as your name, the date, you should use the "Header and Footer"⁶ option in the **View** pull-down menu and consider the following options:



Now type out the header (e.g. your name, the course number and the date for a term paper). Then push **Tab**, type "page " and then touch the **#** icon on the menu (the **#** inserts a field code for the page number; it will be updated automatically as you write your paper!

If you want a different heading (perhaps a blank or no heading) on the first page, follow the instructions in "Create a different header or footer for part of a document" in Word Help.

12. Bulleted and Numbered Lists

- You can number paragraphs in a blocked section of text by clicking on the **1,2,3** icon on the **Format Menu Bar**; you can remove the numbers by clicking the icon again.
- To create a bulleted list of paragraphs, as in this Topic, select the paragraphs and then click the triple bullet next to the number icon. Or you can consult the pull-down Format Menu
- To create a hanging indent as in Topic 6 above, (recommended for bibliographic references) block the paragraph(s) and then click **Ctrl-T**; turn off your hanging indent with **Ctrl-spacebar-T**.

⁶ This option is called "Header/Footer" in many versions of Word.

13. Controlling line spacing

To double space an entire document in Word 6 and later, first Ctl-A to select the entire document then Ctl-2 to double space. To change the spacing in part of your text, first block it and then go to the Format Menu's paragraph option.

TIP: If you leave your paper single spaced until you are ready to print the final version you will be able to see more text on your screen while you are writing your document.

14. Tabs

- Word automatically sets up tabs every half inch. You can insert tabs by clicking the desired spot on the ruler at the top of the page. You can drag your tab to the left or right if you wish to change its location on the ruler.
- You can remove a tab by dragging it down off the ruler.⁷ Click on the "tab well" square at the extreme left end of the ruler to change the next tab that you set from left justify, to center, to right justify, or to decimal align.
- *Don't* use repeated spaces as a substitute for the tab key! It makes a mess with proportional fonts.

15. The Insert Pull-down Menu

This menu allows you to insert footnotes, clip art, symbols etc. into your text. Examples follow. Experiment.

Tip: If you have a blue background on your screen, pictures, equations, spreadsheet tables and graphs may be hard to read.

16. Footnotes

- To insert a footnote, select that option from the Insert menu. Footnotes will be numbered in sequence automatically. To see a footnote that is already in the document, you can just click on its number in the text; or you can get to footnote viewing area on a split-screen by clicking View/footnote area.
- To format the footnote area, once you are there, select all with Ctl-A and then use the font or paragraph format option.
- To delete of a footnote, just delete its number referring to it in the main text.

17. Symbols

A number of symbols are available by selecting Symbol on the Insert menu. There is a choice of Fonts: try "Symbol" or "(normal)", or "MT-Symbol."

Use TOOLS/AUTOCORRECT to automatically insert symbols. To do this from the symbols menu, select your symbol (e.g. β) and then click the auto-correct box. Give it a name (e.g. #beta); then whenever you type "#beta" it will be auto-corrected to the symbol β .

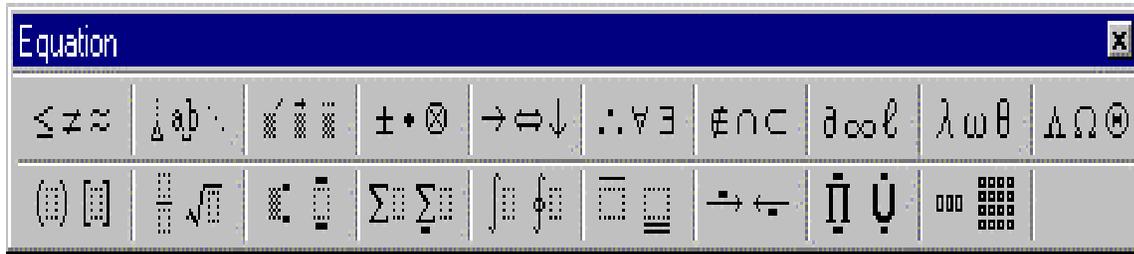
Once you have inserted a symbol into your document you can copy and paste it in other locations with Ctl-C and Ctl-V; or drag it with the Ctl key pressed down.

18. Equation Editor

A variety of specialized statistical symbols, such as \bar{X} and \bar{R} , are not in the Word symbol library but can be created with Equation Editor. To create an equation, or a symbol use the Insert pull-down menu, selecting Object and then Microsoft Equation Editor.⁸ You will have the following Equation menu bar: Each of the boxes in the top row of this menu contains a variety of symbols: click the box and then click on the desired symbol to place it in your equation.

⁷ See Topic 1The Word View to learn how to make the ruler appear on your screen if it is not there already.

⁸ The Equation Editor may not be automatically installed with Word; if not, you can install it by reinserting the Word CD-Rom.



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- To create \bar{X} just put your cursor on the embellishment box (third from left in the top row) and click in the popup menu the shaded square with the box over it. Then type X in the shaded box.
- One of the bottom row boxes contains a variety of summation signs. You have the opportunity to specify the range of summation if you like. Other bottom row boxes allow for square roots, integrals, matrices, etc.
- You can use the various elements in the equation editor to create all manner of fancy equations using the rich variety of symbols in the various boxes in the Equation toolbar.
- When you have finished editing your equation, close by clicking the X in the upper right corner of the menu.
- If you wish to make changes in your equation after it is closed, just double click on it to reopen the editor.
- If the images generated by equation editor are not lining up on the line correctly in Word, try right-clicking on the equation, selecting “*format object, click*” on the Position tab, and then click off the “*float over text*” button if it is on.

19. Clipart and Pictures:

You can insert pictures and clipart. The frustrated duck picture near the beginning of this document is one of a vast number of pictures in Word’s clipart gallery. You can capture whatever is displayed on your screen onto the Clipboard with the **Print-Scrn** icon and then insert it into a word document, cropping it to size with the **Picture** Toolbar.

20. Tables

The Table pull down menu is not only useful for organizing tables of data. You may also want to use it when preparing your résumé. There are options for sorting the rows of a table. You can convert tables to text and vice versa.

21. Columns

To create columns (see the next topic) just block the text, select the **Format/Columns** menu, and specify the number of columns. Or click the column icon on the **Formatting** Toolbar.

22. Styles

When you start a new document in word, the first list box on the format toolbar will probably say “Normal” to indicate that this is the style that will be used in the document. If you create a footnote, the style will switch to “Footnote Text.” You could also use a particular style for long quotations, or for section headings, or addresses. But what is a style? A style is a particular format setting, specifying the font face, its size, indentation and so forth. You can change the style of a part of your document by blocking the text you want to change and then selecting from the list that appears when you click on the arrow on the right-hand side of the style list box.

Why bother with styles? You could achieve the same effect by using the Format options, but then you would have to reselect the format settings at each point in your document where you wanted to switch the format. The Style option lets you change a number of formatting characteristics with one swoop. Further, if you use the Format/Style option to modify a style (change the font face, font size or what have you) it will make the change at every point in your document where you have specified that style — one change does it all!

Heading styles are particularly useful because they will number the sections of your document automatically. Move, delete or add a section and the numbers will adjust automatically before print-

ing the document. The heading styles are numbered, to provide for major and minor headings, with everything numbered automatically. You can “promote” or “demote” a heading style by clicking on it with the right mouse button — thus you can convert a major heading into a subheading.

Next time you write a term paper, try developing an outline with heading 1, heading 2, heading 3 styles; promote or demote, rearrange. Once your outline is complete, flesh out your skeleton outline by inserting text (in normal style) below each heading. fill in the text using the headings to guide your writing.

23. Captions, Cross References, Table of Contents and Indexes

- You can use the **Insert/Caption** menu to place captions for Tables and Figures in your text. They will be numbered automatically.
- You can refer to a captioned item or a section heading (e.g., “in Table 3”) in your text by using the **Insert/Cross-reference** menu. If you then change the order of your tables, the reference will be automatically adjusted to refer to the new number.
- You can quickly create a Table of Contents or a List of Figures for your manuscript by placing the cursor where you want it to appear and then selecting **Insert/Index and Tables**. The table or list will appear at the cursor.

For More On Word

Consult the excellent help that San Francisco State University provides on its wonderful two page Help Sheets about Word, Excel, etc. and other software at different levels

Example: Introduction to WORD: <http://userwww.sfsu.edu/~training/word%20basics.pdf>

For an index of other help sheets , including several more on Word, try

<http://userwww.sfsu.edu/~training/coursedesc.html#Descriptions>