



Getting Started

Opening a New File

To open a new file:

1. Select **New** from the **File** menu or press **Ctrl + N**.
2. Choose **Blank Document** or select from one of Word's built-in templates from the other tabs: **Forms & Pages**, **Letters**, **Reports**, etc.; for more information on templates, see **Working with Templates** on page 4.

Opening an Existing File

To open an existing file:

1. Select **Open** from the **File** menu or press **Ctrl + O**.
2. In the **Look in** box, click the drive, folder, or Internet location that contains the document.
3. In the **Folder list**, double-click folders until you open the folder that contains the document you want.
4. Double-click the document you want to open.

To search for a document:

1. In the **File Open** window, click the **Advanced** button.
2. Select the property to search (File Name, Contents, etc.) from the **Property** pull-down menu.
3. Choose the conditions and then type in a value in the **Value** field.
4. To expand the search to include folders inside the selected folder, check the **Include Subfolders** checkbox.

Correcting Spelling Mistakes

Word 97 has a feature to correct common spelling in documents. Word checks spelling in real time, highlighting the text of any misspelled words as soon as they are typed by underlining the misspelled word with a wavy red line.

Example: Word 97 corrects spelling mistakes when a misspelled word

1. If Word 97 highlights a word as misspelled right-click on the word.
2. One possible correct spelling will be listed. If you want to choose one of these click on the one spelling and it will replace the misspelled word.
3. If the highlighted word is not actually misspelled it may be a word that is not currently in the dictionary of Word 97. You can then choose to add this word to the dictionary by right-clicking on the word in question and selecting **Add** from the menu. Or the user can choose to ignore the word for the remainder of the current document by clicking on **Ignore All**.
4. If the word is misspelled you may also choose the **Add to Current Dictionary** option which will correct the current instance of the word and also automatically correct any future instances of the same misspelling.

Correcting Grammatical Errors

Word 97 also contains a grammar-check feature to automatically check your grammar as you type. Problem sentences are indicated with a wavy green line.

Example: Word 97 uses green lines to indicate incorrect grammar

1. When a grammar problem is indicated right-click on the underlined section to view the problem.
2. To accept the grammar suggestion, click on the suggested solution and the new phrase will be substituted for the incorrect one.
3. To ignore individual grammar suggestions, select **Ignore Problem**.

Adding Spelling and Grammatical Errors

To add spelling or grammatical errors:

1. Right-click on the back of the bottom of the Word 97 window.
2. Choose **Hide Spelling Errors** to turn off the spelling error notifications.
3. Choose **Hide Grammatical Errors** to turn off the grammatical error notifications.
4. Click on **Options** to customize the error checking individual preferences.

Note:

- This icon means there is a spelling mistake in the document.
- This icon indicates that all words in the document are spelled correctly.

Saving documents

To save the current file:

1. Select **New** from the **File** menu or press **Ctrl + N**. (Note: To save the current document under a different file name click **Save As** on the **File** menu.)
2. Choose the desired location to save the file. (The default location for saving files is **C:\My Documents**.)
3. In the **File name** box, type a name for the document.
4. Click **Save**. (Note: The default format is **Microsoft Word 97**. A list of the file formats and their uses can be found in the **Word Help** file.)

Screen Views

To change between **Normal**, **Outline**, and **Page Layout/Print** views, select the desired view from the view menu or simply click the appropriate button at the bottom-left corner of the screen.

- Normal View**—allows single, full-screening and layout without images.
- Outline View**—displays view of text for easier readability; text can be moved within a document by clicking on the appropriate heading in the left frame.
- Page Layout View**—shows how objects will be arranged on the page when printing text for viewing and editing a document with embedded images.
- Outline View**—displays the view of text for easier readability. The user can go to any section of the document by clicking on the appropriate heading in the left frame.

The **Print Setup** button from Microsoft Word 97 Help, and a graphical representation of the different views.



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Ed Bowker Staff, Staff Bowker, Ed



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