



Getting Started

Word 2003 Windows



- **Microsoft Word** - application with tools for word and the Microsoft Office.
- **Standard Toolbar** - contains buttons for common Microsoft Word actions and tools.
- **Formatting Toolbar** - contains buttons for applying common Microsoft Word actions to your documents.
- **Document Viewer** - displays your documents.
- **Page & Sections bar Help Bar** - provides quick access to the Microsoft Word Help documentation.
- **Task Pane** - displays tasks according to the selected category. For example, clicking a button under **Find and Replace** from the **Home** ribbon will open the **Find and Replace** task pane.

Using the Task Pane

The task pane buttons correspond to the ribbon buttons. For example, when you select **New** from the **File** ribbon, the **Create** button in the task pane, the **New** button in the **Open** pane, and the **New** button in the **Save** pane.

- To change the task categories, click the **Change** button in the task pane, and select a category from the resulting menu.
- To change the task pane, click the **Switch** button, which the **Standard** buttons, or click the **Standard** buttons to switch to the **Formatting** Standard task pane.
- To open or close the task pane, click **Task Pane** from the **View** ribbon or press **Ctrl + F1**. To quickly close the task pane, click the **Close** in the upper-right corner of the pane.

Using the Getting Started Task Pane

The Getting Started task pane contains links that open Microsoft Office documents for you to explore. You can click a link to open the document, and become familiar with it.

Using Smart Tags

Smart Tags enable you to perform actions that you would normally need to enter and/or click to do. For example, when you type a person's name, the Smart Tag **John Smith** button will appear. Click this button to select a list of options, such as sending an e-mail, creating a contact, adding it to a list, and so on. Under the **Smart Tags** on the status bar, you will find **Smart Tags** from Microsoft Office. These buttons will click the Smart Page tab.

Creating a New Microsoft Document

- Select **New** from the **File** menu. The New Document task pane will appear.
- In the **New** task pane, click the **Blank** document option. Under the **Standard** button, click **Blank** from the **Standard** ribbon.

Creating a New Document from a Template

- Select **New** from the **File** menu. The New Document task pane will appear.
- In the **Template** section, click one of the following:
 - Click the **One step template** document to select this template and open it.
 - Click a normal or advanced document to select this document and click the **Open** button.
 - Click the **Blank** button to create a template document.
 - Click the **Blank** button again to open the Microsoft Word template page.

Note: If you have already saved a template, it will appear in the **New Document** task pane under **Recently used templates**. Click the template document to open it.

Opening a Document

- Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open** button on the Standard ribbon.
- Locate and select the document that you want to open.
- Click the **Open** button.

Note: The **Change** tool button allows for easy navigation between different documents. Click a document name to open it.

Sharing a Document

- Select **Save** from the **File** menu.
- Select the **Save** button from the **Standard** ribbon to save the document.
- Click a file name in the **File** menu bar.
- Click the **Save** button.

Note: To quickly save after the initial save, press **Ctrl + S** or click the **Save** button on the Standard ribbon.

Sharing a Document as a Web Page

- Select **Save as Web Page** from the **File** menu.
- Select the **Save** button from the **Standard** ribbon to save the document.
- Click a file name in the **File** menu bar.
- Click the **Change** button, and click the **Page Title** tab, and click the **OK** button. Click the **File** tab to display in the title bar of the Web document.
- Click the **Save** button.

Sharing a Microsoft Word Page

The Microsoft Word page provides access to Microsoft Word's Microsoft Word ribbon, Microsoft Word's ribbon, Microsoft Word's ribbon, and Microsoft Word's ribbon.

- Select **Microsoft Word** from the **Word** ribbon or click the **Microsoft Word** button on the Standard ribbon.
- Click a word or phrase in the Microsoft Word pane.
- Select a Microsoft Word document from the Microsoft Word pane.
- Click the **Smart something** button.
- Click a phrase right in the Microsoft Word pane.

Note: The Microsoft Word page provides an Microsoft Word ribbon for creating and publishing.

Microsoft Word 2003 Quick Source Guide

William A. McGeveran

Microsoft Word 2003 Quick Source Guide:

Microsoft Word 2003 Quick Source Guide Quick Source,2003-11-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Word 2003 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software Topics include Using the NEW Getting Started Research and Getting Help Task Panes Creating Opening Saving Previewing Printing E mailing and Reviewing a Document Setting Page Margins and Orientation Creating Headers and Footers Inserting Page Numbers Symbols Date Time Clip Art and Pictures Creating Lists and Tables Selecting Cutting Copying Pasting and Aligning Text Applying Bold Italics or Underline Using the Format Painter Checking Spelling and Grammar Using Word Count Repeat Undo Redo Find Replace AutoFormat AutoCorrect AutoComplete and the NEW Restrict Permission and Reading Layout features and much more An excellent instructional tool for a user Excel 2003 it also serves as a handy reference tool for the more experienced user

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