

# Microsoft Word: Everyday Tasks



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**Abstract:** This document introduces users to basic Microsoft Word XP tasks, such as creating a new document, formatting that document, using the toolbars, setting tabs, and so on. It is used in conjunction with the *Word: Everyday Tasks* workshop.

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## Instructional Services

### Microsoft Word: Everyday Tasks

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## Introduction

Microsoft Word is a word processing program that can be used to create various types of documents from letters and memos to calendars and lists. Documents can be created, saved, and edited at the desire of the creator from a blank document or via one of the many Wizards included with Word. This class presents introductory features and commands that are available in Microsoft Word XP (or 2002).

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**Note:** This handout is designed for Microsoft Word XP. Much of the content will be the same if Word 97 or 2000 is used, however the various screen shots will appear differently between the versions of Word.

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## Objectives

The goal of this workshop is to introduce participants to the introductory commands and features of Microsoft Word. After today's workshop, participants will be able to:

- Create a new document
- Use toolbars
- Apply formatting commands
- Rearrange text
- Use the spell checking function
- Insert and manipulate tabs
- Save, open, and print a document

## Prerequisites

It is assumed that the participants in this workshop know how to use the *Macintosh* or *Windows* operating system to maintain files and directories/subdirectories.

## Related Training Available from Instructional Services

All workshops offered by Instructional Services are free to KU students, staff, faculty, and [approved affiliates](#).

To learn more about or register for workshops, receive automatic announcements of upcoming workshops, and track workshops you've registered for and have attended, visit [www.lib.ku.edu/instruction/workshops](http://www.lib.ku.edu/instruction/workshops). For further workshop related questions, please email [training@ku.edu](mailto:training@ku.edu).

## Definitions

Term	Definition
Insertion Point	The insertion point is the point where the next characters typed from the keyboard will appear on the display screen. A blinking vertical line usually represents the insertion point. You can reposition the insertion point by pressing the arrow keys or by moving the I-beam pointer.
Backspace	Remove characters to the LEFT of the insertion point
Delete	Remove characters to the RIGHT of the insertion point
Tab	A key on computer keyboards that inserts a tab character or moves the insertion point to the next tab stop. Some applications respond to the tab key by inserting spaces up to the next tab stop. This is often called a soft tab, whereas a real tab character is called a hard tab.
Menu Bar	A horizontal menu that appears on top of a window. Usually, each option in a menu bar is associated with a pull-down menu.
Task Pane	The task pane is an alternative to the dialog boxes that provides commonly used commands and controls for choosing options.
Header & Footer	Headers and footers are areas in the top and bottom margins of each document page. You can insert text or graphics in headers and footers.
Hanging Indents	Paragraph formatting in which the second and subsequent lines of a paragraph are indented more than the first line. Common uses for the hanging indent are bulleted and numbered lists.
Auto Correct Options 	<p>The AutoCorrect Options button appears as a small, blue box when you rest the mouse pointer near text that was automatically corrected, and changes to a button icon when you point to it.</p> <p>If you find on occasion that you don't want text to be corrected, you can undo a correction or turn AutoCorrect options on or off by clicking the button and making a selection.</p>
Paste Options 	<p>The Paste Options button appears just below your pasted selection after you paste text. When you click the button, a list appears that lets you determine how the information is pasted into your document. The available options depend on the type of content you are pasting, the program you are pasting from, and the format of the text where you are pasting.</p>

## Creating a Document

When you start Microsoft Word, a new, blank document appears on the Word screen and the Standard and Formatting toolbars are displayed just below the menu bar. Initially, these toolbars are set to what are referred to as 'default' settings. Generally when you change the font or spacing or margin in a document, you only have changed it for that specific document. When you create a new document or close and reopen Word, everything returns to the default settings. There are some default settings that you'll find yourself changing periodically such as font styles, font sizes, margins, etc.

When you open Word, you will see a blank page. This blank page is entitled, 'Document1'. With no other preparation, you can start typing immediately. What you type appears with all the 'default' settings. You can easily change the settings, as you'd like.

To create another new document at any time, click the *New*  button on the Standard toolbar.

## Toolbars

Many of the basic items can be found on the MS Word toolbars. You can use these toolbars to set your font styles and sizes, start a new document, print, cut, copy, paste, change the justification, and many other things.



You can display or hide toolbars as you work. For example, you can hide the Formatting toolbar until you are ready to format text.

If at least one toolbar is visible, you can use a shortcut menu to display or hide built-in toolbars. To do this, click the toolbar by using the right mouse button (Windows), or hold down the [CTRL] key and click the toolbar (Macintosh).

If no toolbars are displayed, click the *View* menu, choose *Toolbars* and then select the desired toolbar from the list. By selecting *Customize...* at the bottom of the list, you can choose to enlarge the toolbar buttons, add color to some of the buttons, and hide ToolTips. If you use large toolbar buttons, you may need to resize the toolbars to see all of the buttons.

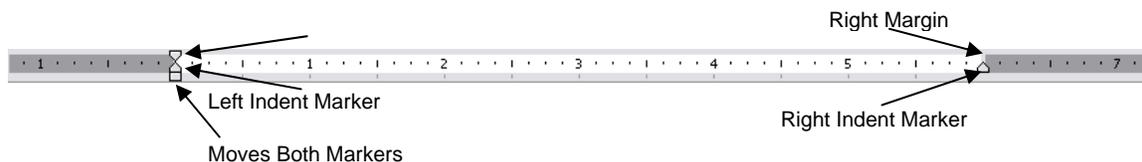
## Moving and Resizing the Toolbars

The Standard and Formatting toolbars are normally "anchored" just below the menu bar. When you display other toolbars, they can appear either "stacked" in the order you displayed them or "floating" on the screen like small windows. To rearrange stacked toolbars, just click on the toolbar and drag it to a new location.

## Rulers

You can use the horizontal ruler to set tab stops and indents for selected paragraphs. To display or hide the rulers, click the **View** menu and select **Ruler**. The horizontal ruler is always displayed at the top of the document window. The vertical ruler is displayed only in page layout view or in print preview.

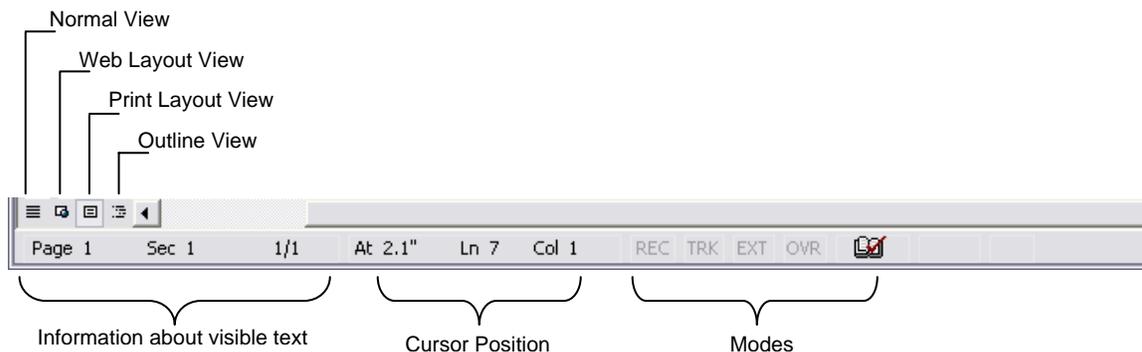
The indent markers and tab stops on the horizontal ruler reflect the settings for the paragraph that contains the insertion point.



## The Status Bar

The status bar at the bottom of the Word window provides information about the active document or the task you are working on. It is displayed by default.

The task you are performing determines what information appears in the status bar. The status bar displays a brief description of the currently selected command or toolbar button. The status bar also displays information about the text visible on the screen and whether certain working modes (e.g. overtype) are active.



The status bar also provides shortcuts to a number of useful features.

- To open the **Find and Replace** dialog box, double-click any location indicator on the status bar, such as the page number or section number.
- To turn the macro recorder on or off, double-click **REC**.
- To turn the Track Changes feature on or off, double-click **TRK**.
- To turn extend selection mode on or off, double-click **EXT**.
- To turn overtype mode on or off, double-click **OVR**.
- To change the language format of selected text, double-click **Language**.
- To resolve errors in grammar or spelling, double-click the **Spelling and Grammar Status** icon.

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**Note:** When the previous features are turned off, their labels appear dimmed.

## Task Pane

The task pane is an alternative to the dialog boxes. You can dock the pane on the right or left hand side of the window or float it on the screen. It displays commands and controls for choosing options. The blue text is a link that is a command.

To turn the task pane on/off, click the **View** menu and select **Task Pane**.

The task pane has different panes. You can switch to another pane by clicking the black arrow in the upper right hand corner of the pane and then choosing another pane. The back and forward arrows can be used to move between panes you have recently displayed.

## Page Setup

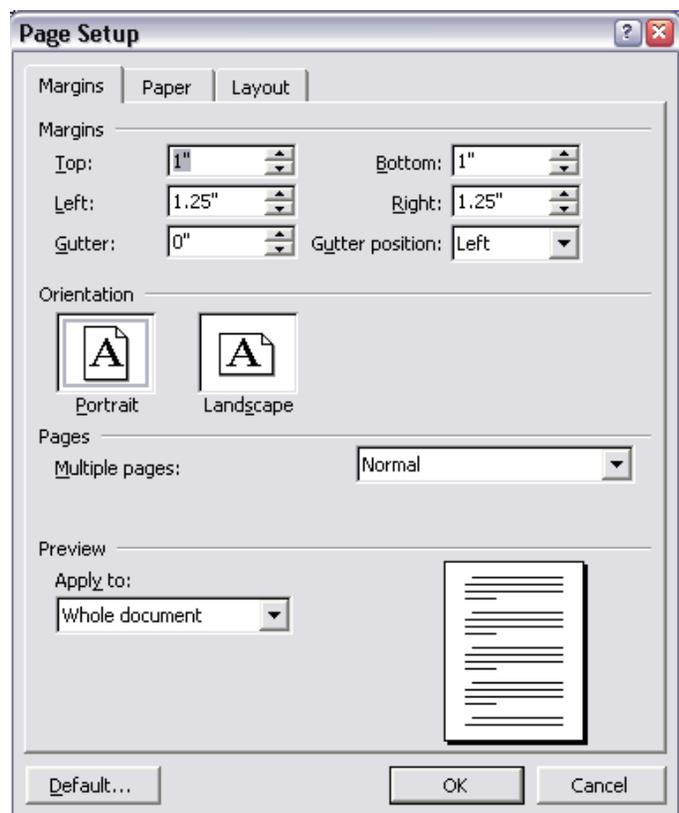
It's often easiest to set the paper size and page orientation (portrait or landscape) before you begin a document. But you can easily change these and other settings at any time. You can also use the same options throughout a document, or you can divide a document into sections and set different options for each section.

To change the paper orientation, click the **File** menu and select **Page Setup**; the **Margins** tab is the default. Select either portrait or landscape under the orientation section.

Margins determine the distance between the text and the edge of the paper. Type or select desired margin measurements and specify the part of the document the settings will apply to. If you plan to print on both sides of the page and the margins will be different on the left and right, select the **Mirror margins** under the multiple pages field option so that the margins on facing pages mirror each other. When all settings are chosen, click **OK**.

You can divide a document into any number of sections and format each section the way you want. To create a new section, click the **Insert** menu and select **Break**. The Break dialog box appears allowing you to specify the type and section of break. In normal view, Word displays a double dotted line to indicate a section break. The line is non-printable.

All section formatting, such as page orientation and the margins, is stored in the section break. When you delete a section break, you delete the section formatting for the section that precedes the section break. The text becomes part of the section that follows, taking on the formatting of that section.



## Selecting Text

Before you can move, format, delete, or otherwise change text you must select the item. You select using the mouse or keyboard; selected text is highlighted.

When using the mouse to select, simply move the pointer to the beginning of the desired text to be selected, click and hold down the left mouse button, and then move the mouse until all the desired text is highlighted releasing the button when you reach the end. To cancel the selection, click outside the selection, or use the arrow keys to move the insertion point.

When using the keyboard, press the [F8] key to turn on Extended Selection Mode (notice EXT now appears bold in the status bar). By immediately pressing [F8] again, the current word is selected. Pressing [F8] a third and fourth time will highlight the current sentence and paragraph respectively. To cancel the Extended Selection Mode, press the [Esc] key or double-click the EXT in the status bar.

## Select Nonconsecutive Items

You can select a word in the first paragraph, and a word in the fifth paragraph, but not all the words in between. This is helpful if you want to perform the same task on multiple items, such as delete them or change their formatting.

1. Select the first item you want, such as a word or paragraph.
2. Hold down **CTRL**.
3. Select any additional items you want.

## Copying and Pasting

Sometimes in a document, you may want to duplicate a piece of information or move a paragraph to another location. To copy text, highlight the text you want to copy. Click the **Copy**  button on the Standard toolbar. Click the cursor on the location where you want the text inserted. Then use the **Paste**  button to insert the text in that location.

If you want to move the text, you can follow the same procedure, but use the **Cut**  button from the Standard toolbar.

When you paste text between Word documents, the formatting that Word applies to the pasted text depends on whether the text you copy includes a section break and on whether the document you copy to is empty. If you include a section break when you copy text, you create a new section when you paste the text into another document.

## Drag and Drop Text

Drag-and-drop editing is the easiest way to move or copy a selection a short distance. To drag text to a new location, highlight the text to be moved. Place the pointer somewhere in the middle of the selected text. Press and hold the mouse button. Drag the highlighted text to the spot where you want it moved. Release the mouse button.

## Correcting and Deleting

To correct simple typing mistakes, press either the [BACKSPACE] or the [DELETE] key. Depending on your computer, the key will delete either the text preceding or following the insertion point respectively. To delete more than a few characters, it's faster to select the text you want to delete and then press either the [BACKSPACE] or the [DELETE] key.

## Undoing Mistakes

If you make a mistake in Word, you can “undo” the action or command. For example, if you accidentally delete a word, you can bring it back again by pressing the **Undo**  button or clicking the **Edit** menu and selecting **Undo**. If you decide to go through with the action after all, you can press the **Redo**  button or click the **Edit** menu and select **Redo**. There are certain actions you can't undo, such as saving or printing a document.

## Formatting Documents

To change the appearance of text, select the text and then apply the formats you want. To change common formats quickly, use the **Formatting** toolbar  or click the **Format** menu and select **Font...**

To change the style of a word from a normal type style, highlight the word(s) you want to change and select the **Bold**  button, **Italic**  button, and/or **Underline**  button.

You can apply other character formats, such as hidden text, superscript, and subscript by clicking the **Format** menu and selecting **Font...**

Word is preset to align text flush with the left margin, leaving a ragged right edge. Text alignment can be set by using the alignment buttons on the **Formatting** toolbar



or by clicking the **Format** menu and selecting **Paragraph...**

## Setting Tabs

Tab stops are preset at 0.5-inch intervals from the left margins. To move the insertion point to the next tab stop in the current paragraph, press [TAB]. When setting or changing tab stops, make sure that you select all paragraphs that should be affected by the change. If you want tab stop settings to be the same for several paragraphs, you can save time by setting the tab stops before you start typing. When you press [ENTER] or [RETURN] to start a new paragraph, Word carries the paragraph formatting, including the tab settings, to the next paragraph.

To set precise measurements for tab stops, click the **Format** menu and select **Tabs...** The Tabs dialog box appears. In the *Tab Stop Position:* field, type the position for a new tab. Under the *Alignment* section, select the alignment for text typed at the tab stop. Under the *Leader* section, select the leader character you want, and then click **Set**. Set as many tab stops with alignments and leaders as you like. After all tabs are set, click **OK**.



The ruler can also be used to set tabs. To add a new tab, click once on the ruler where you want the new tab setting to be. Setting tabs will eliminate all the default tabs to that point. You can move an existing tab by clicking and holding on the tab symbol while dragging it to the new location. A tab can be removed by dragging it off the ruler.



*Tab settings shown on a ruler*

## Indent Paragraphs

To change the indentation of text, do one of the following:

### **Create a first-line indent**

1. Select the paragraph you want to indent.
2. If you don't see the horizontal ruler, click **Ruler** on the **View** menu.
3. On the horizontal ruler, drag the **First Line Indent** marker to the position where you want the text to start.

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**Tip:** For more precision in setting a first-line indent, you can select options on the **Indents and Spacing** tab (**Format** menu, **Paragraph** command). In the **Special** list under **Indentation**, click **First line**, and

then set the other options you want.

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## ***Increase or decrease the left indent of a paragraph***

1. Select the paragraph you want to change.
2. On the **Formatting** toolbar, click **Increase Indent** or **Decrease Indent**.
3. The paragraph indent is increased/decreased by one tab stop each time the icon is selected. If you want to change the position of the indent, you can first set a different tab stop.

## ***Change the right indent of a paragraph***

1. Select the paragraph you want to change.
2. If you don't see the horizontal ruler, click **Ruler** on the **View** menu.
3. On the horizontal ruler, drag the **Right Indent** marker to the position where you want the text to end.

## ***Set an indent by using the Tab key***

1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
2. Under **Automatically as you type**, be sure the **Set left- and first-indent with tabs and backspaces** check box is checked.
3. Click **OK** to close the Options dialog box.
4. To set indents on a paragraph, press the TAB key.
  - To indent the first line of a paragraph, click in front of the line.
  - To indent an entire paragraph, click in front of any line but the first line.

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**Note:** To remove the indent, press BACKSPACE before moving the insertion point. You can also click **Undo** on the **Edit** menu.

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## ***Create a hanging indent***

1. Select the paragraph in which you want to create a hanging indent.
2. If you don't see the horizontal ruler, click **Ruler** on the **View** menu.
3. On the horizontal ruler, drag the **Hanging Indent** marker to the position at which you want the indent to start.

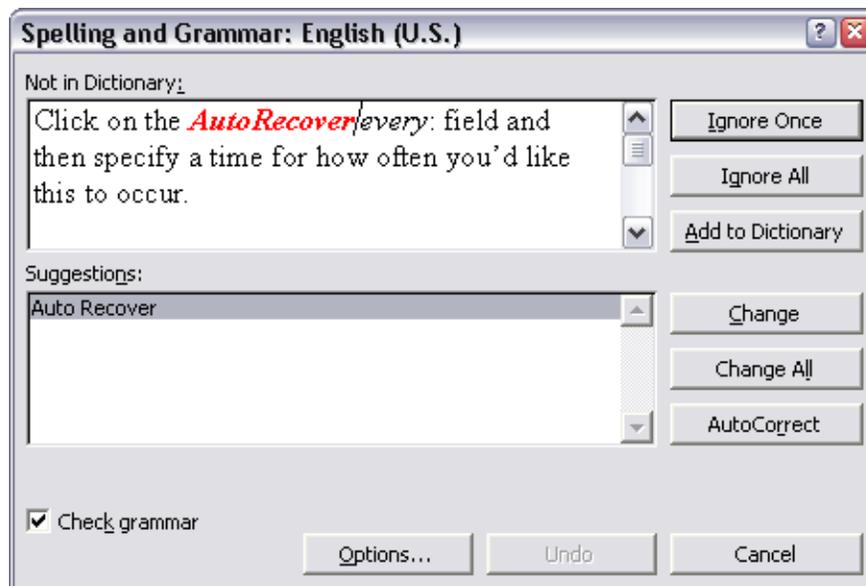
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**Tip:** For more precision in setting a hanging indent, use the **Indents and Spacing** tab (**Format** menu, **Paragraph** command). In the **Special** list under **Indentation**, select **Hanging**. In the **By** box, set the amount of space for the hanging indent.

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## Spelling and Grammar Checking

Once you've typed your document, you may want to check the spelling. To start the spell check process, press the **Spelling and Grammar**  button or click the **Tools** menu and select **Spelling and Grammar**. Pressing [F7] will also start the process. Microsoft Word checks for spelling errors by using its main dictionary, which contains the most common words. When a misspelled word or a word is found that isn't in the spelling dictionary, the dialog box will list the misspelling and suggested corrections. Click on the correct word in the list and click **Change** to accept the correctly spelled word. If the word is spelled correctly, you can click **Ignore** and the spell check continues.



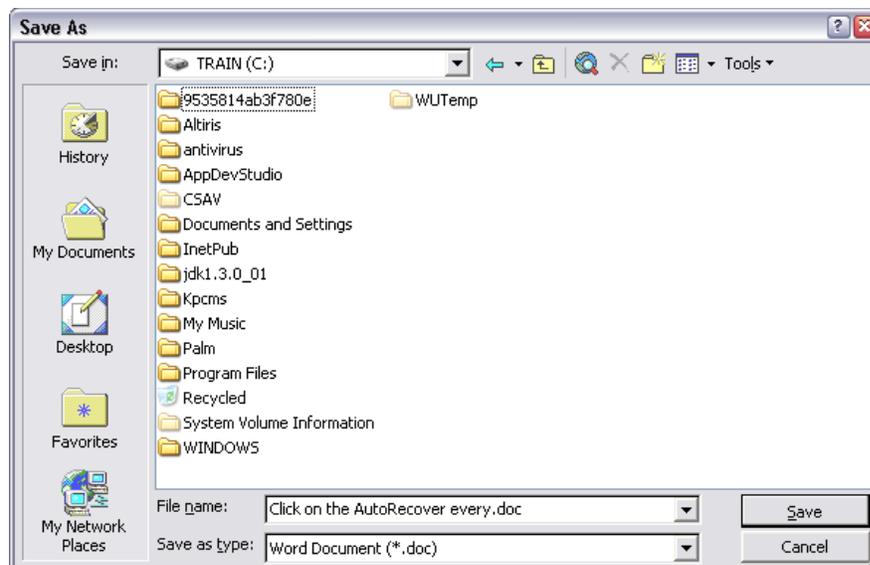
*Spelling and Grammar dialog box.*

Word also checks the grammar of the document as it checks the spelling. As with spelling errors, suggestions are provided for different sentence wording or corrections for sentences Word thinks are grammatically incorrect.

While typing a document, misspelled words will be underlined in red and grammatical errors will be underlined in green. To turn the spelling and/or grammar functions off, click the **Tools** menu and select **Options**. Click the **Spelling & Grammar** tab and uncheck **Check spelling as you type** and/or **Check grammar as you type**.

## Saving Documents

To save a document, click the **Save** button on the Standard toolbar or click the **File** menu and select **Save**. If this is the first time you've saved the document, the Save As dialog box appears. From the **Save in:** field, select the drive, directory, or folder where you want to save the file. Type a name for the document in the **File name:** field. Click **Save**.



*Save As dialog box*

For subsequent saves, click the **File** menu and select **Save**. The file is saved automatically to the location you selected previously. When you save a document, it remains open on your screen so that you can continue working.

Word can protect your work by saving a temporary copy of a document periodically as you work. To set up this option, click the **Tools** menu and select **Options...**; then select the **Save** tab. Click on the *AutoRecover info every:* field and then specify a time for how often you'd like this to occur. You still must use the **Save** command on the **File** menu to save the document normally when you finish working on it.

To close a document when you're finished with it, click the **File** menu and select **Close**.

If you have a document that you've already saved, but want to save it under a different name or in a different format, click the **File** menu and select **Save As**. This allows you to choose a new name, directory, or format to save the document as.

## Opening Documents

Word keeps track of the documents you've worked on most recently. You can quickly open one of these documents by choosing it from the list at the bottom of the **File** menu. As many as nine documents can be listed at the bottom of the file menu. To change the number of documents in this list, click the **Tools** menu and select **Options...**; then select the **General** tab. Type the number of documents you want to list in the *Recently used file list* field.

If you want to edit or add to a document that you've saved previously, you can open it by clicking the **File** menu and selecting **Open**. The Open dialog box appears listing Word documents. If you're not sure where the document is located, click the **Tools** button and select **Search**. This feature allows you to locate a file if you know the file name, specific text in the document, or the date it was created or last modified. Word lists documents that meet the search criteria you specify.

## Easy Access to Documents You Use Often

The Work menu is a great Word feature that few people know about. You can use the Work menu to keep an easily accessible list of your favorite Word files.

1. To add the Work menu to the menu bar or a toolbar:
2. On the **Tools** menu, click **Customize**, and then click the **Commands** tab.
3. In the **Categories** box, click **Built-in Menus**.
4. Click **Work** in the **Commands** box and drag it to the menu bar or displayed toolbar.

With the Work menu in place, you can add any open Word document to your list. Here are the options:

- To add the current document to the Work menu, on the **Work** menu, click **Add to Work Menu**.
- To open a document on the Work menu, on the **Work** menu, click the document you want to open.
- To remove a document from the Work menu:
  - Press CTRL+ALT+- (dash key). Your cursor will look like a large, bold underscore.
  - On the **Work** menu, click the document you want to remove.

## Word Count Toolbar

If you need to know how many words are in your document, Microsoft Word can count them for you. Word can also tell you how many pages, paragraphs, and lines are in your document, as well as the number of characters, either including or not including spaces.

To view the Word Count toolbar, click on the **View** menu, point at **Toolbars**, and select **Word Count**. It appears as a floating toolbar, which you can anchor if you want. As you add or delete content, click **Recount** to update the count.

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**Tip:** If you want to count part of a document rather than the whole, Word can count the footnotes or endnotes that refer to the selected text. You can also select multiple sections of text to count at a time, and the sections do not have to be next to each other.

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## Printing

To print a document, click the **File** menu and select **Print...** The Print dialog box appears. You can select the number of copies and how many pages of the document you want to print. At the top of the box it will tell you which printer you are printing to. Once you have specified all the information, click **OK**.

## Printing Envelopes

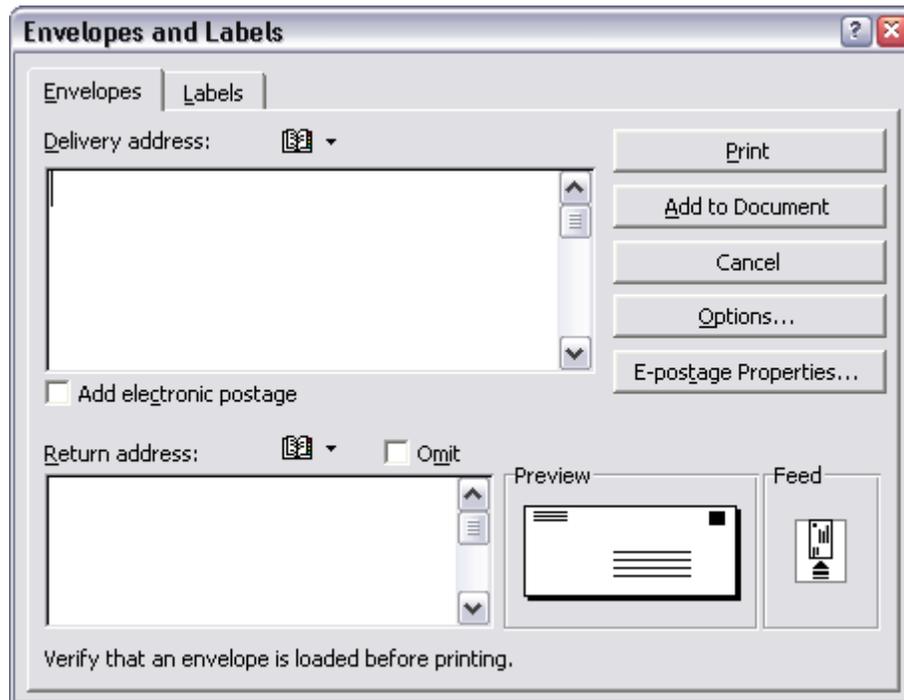
If you've just typed a letter, chances are you'll want to address an envelope. Click the **Tools** menu, then point at **Letters and Mailings**, and select **Envelopes and Labels...** If

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the address is selected in your document or if Word can guess the address block, the address is printed in the *Delivery Address:* field. If there's nothing there or if it's incorrect, type in the correct address. The *Return Address:* field is the registration address for the version of Word that you're using. This can be changed if necessary. The *Preview* field shows how the printed envelope will look. The *Feed* field indicates how the envelope should be fed into the printer's manual feed tray. If this feed does not work, another feed option can be selected. Click **Print** when ready.



*Envelopes and Labels dialog box*

## Viewing Multiple Pages in Word

Isn't it great how you can see several pages at a time in print preview? Did you know you can also view multiple pages when working in print layout view in Word? Just add the **Multiple Pages** button to the Standard toolbar. Here's how:

1. On the **File** menu, click **Print Preview**.
2. Right-click the toolbar and click **Standard**. The Standard toolbar appears.
3. Right-click the toolbar again and click **Customize...**. The Customize dialog box appears.
4. Holding down the **CTRL** key, drag a copy of the Multiple Pages button from the Print Preview toolbar to the Standard toolbar.
5. Click **Close** to close the Customize dialog box.
6. Click **Close** to close Print Preview.

Now the **Multiple Pages** button appears on the Standard toolbar in print layout view. Just click it, and select how many pages you want to view.

## Handy Shortcuts for Word Users

Here are a few shortcuts you can use to access common dialog boxes in Word. To use these shortcuts, the ruler must be displayed.

- Double-click the ruler margin to open the **Page Setup** dialog box.
- Double-click an indent marker on the ruler to open the **Paragraph** dialog box.
- Double-click a tab stop on the ruler to open the **Tabs** dialog box.
- When working with a document in multiple-column format, double-click the gray region that separates one column from another to open the **Columns** dialog box.

Here are a few tricks using the **CTRL** key.

- Hold down the **CTRL** key and then press the **RIGHT ARROW** key to move from any point in a word to the beginning of the next word.
- Use **CTRL+LEFT ARROW** key to move from any point in a word to the beginning of that word.
- Use **CTRL+UP ARROW** key to move to the beginning of a paragraph.
- Use **CTRL+DOWN ARROW** key to move to the beginning of the following paragraph.

## For More Information

In addition to the Help items built into *Microsoft Word*, ACS also has basic information about using *Word* on our Web site: <http://www.ku.edu/acs/docs/word>.

## Online

Microsoft provides a wide variety of manuals and tutorial information available for download off their Web site: <http://www.microsoft.com/word>. In particular, look for:

*Using Word*

## Getting Additional Help

The Help Desk provides consulting and Q&A help in a variety of ways:

785/864-0200

[question@ku.edu](mailto:question@ku.edu)

[www.ku.edu/~helpdesk](http://www.ku.edu/~helpdesk)

*Last Update: 11/30/06*