



GETTING STARTED WITH WORD P.1

Opening Microsoft Word

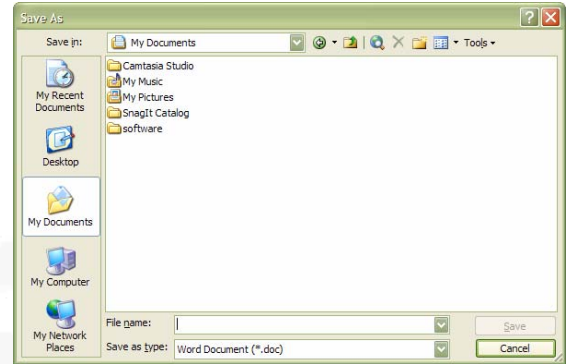
1. Open Microsoft Word by clicking > All Programs > Microsoft Office > Microsoft Office Word 2003 .
2. Once Microsoft Word is open you can begin typing.
3. To Save your document click File > Save As and

My Documents folder is a good place to store your file.

If you are on a school computer, please be sure to select 3½ Floppy (A:) or your jump drive. With

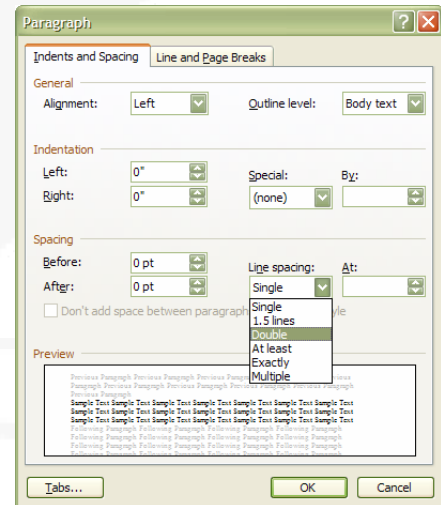
helping determining where to store your file while in the library please ask for help to insure you have properly saved your file.

4. Below are descriptions of some of the most common features of Word.



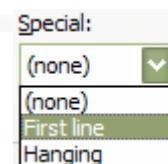
Double Space your Document

1. To Double Space your document, please do NOT press the Enter key after each line, rather follow these instructions.
2. Click Format on the Menu Bar (very top of screen), and click Paragraph...
3. In the Paragraph dialog box (shown right) click the Drop-down arrow under Line Spacing and then click Double.



Indent each Paragraph Automatically


1. Follow the Instructions under Double Space your Document (above) to get to the Paragraph Dialog Box.
2. Click the Drop-down arrow under Special: and then click First Line.




GETTING STARTED WITH WORD P.2

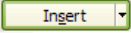
Insert a Picture

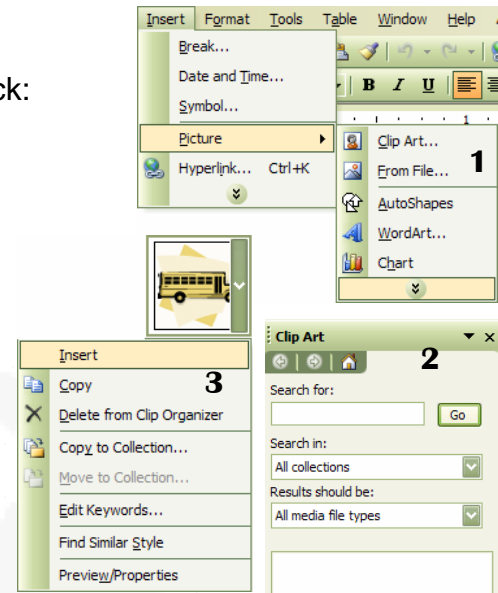
1. Click **Insert** on the Menu Bar (very top of screen), and click:

a.  **Clip Art...** (Image 1, right)

- i. The Clip Art Task Pane (Image 2, right) will be opened on the right side of the window. From here search for the clip art image you want by typing in a keyword in the Search for box and clicking Go. There will probably be many different pictures for you to select from. Once you've selected the picture you want to use click the drop-down arrow by the picture and click Insert (Image 3, right).



b.  **From File...** (Image 1, right)

- i. If you clicked from File you will be taken to a dialog box where you need to select the picture you wish to add to your document. Browse to the picture and click .



Use Spell-check

1. You can access Microsoft Word's built-in Spelling and Grammar checker using one of three ways:

- by clicking the Spelling and Grammar icon () on the Standard Toolbar,
- by clicking **Tools** and then clicking  **Spelling and Grammar...** F7 ,
- or by pressing the F7 key on the keyboard.

2. Microsoft Word will tell you, as you type, if it thinks there are spelling errors by underlining them in red (i.e. neccessary) and in green if it thinks there are grammar errors (i.e. Happily dancing on the table.).

3. To understand how to use this feature and correct your grammar and misspellings, you must first understand the functions of the dialog box (shown below).



GETTING STARTED WITH WORD P.3

4. There are two different versions of this dialog box. One for spelling and one for grammar. Though they are very similar, they have their differences.
- First the Grammar dialog box. The sentence believed to be incorrect will be shown in the top box and suggestions for fixing the problem in the bottom box.

- If you click the Ignore Once button it will do just that, it will ignore that problem once, but if the Spelling and Grammar check is run again, the problem will be presented to you again.

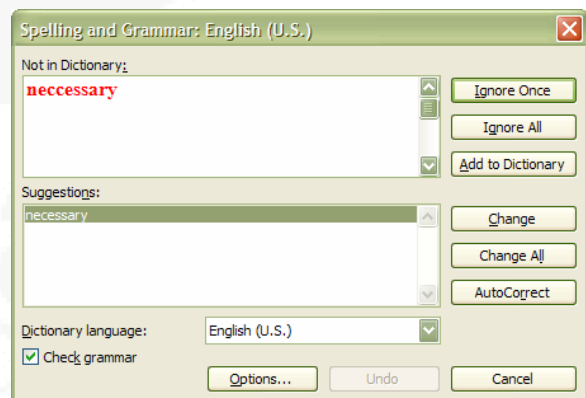


- If you click the Ignore Rule button, it will ignore the rule broken, which in the example above is Fragment, for the remainder of the document

- If you click the Next Sentence button you will skip editing this problem and go to the next sentence.

- Now the Spelling dialog box. The word believed to be spelled incorrectly will be shown in the top box and suggestions for how it should be spelled will be in the bottom box.

- If you click the Ignore Once button it will do just that, it will ignore the misspelling once, but if the Spelling and Grammar check is run again, the misspelled word will be presented to you again.



- If you click Ignore All, it will ignore all misspelled words and end the spell check.

- If you click Add to Dictionary it will add the word currently shown in the top box to Microsoft Word's dictionary so that it will never again think that word is misspelled.