



INT. WORD

Use some of the more powerful and advanced features of Word...a standard of word processing.

Creating and Saving a document...

New File... Choose **F**ile, **N**ew or press Ctrl + N. Select the tab that contains the template you want to use or preview.

New Folder... Choose **F**ile, **S**ave **A**s. Change to the folder within which you want to place your new folder. For example, if you want to place the folder within the WINWORD folder, change to that folder. Click the **Create New Folder** button in the dialog box toolbar. Type the new folder name. Choose OK.

Saving... Choose **F**ile, **S**ave **A**s. Type a file name in the **File Name** box. Word will assign the extension DOC. Make sure the Save In box indicates the drive/folder where you want to save your file. Choose OK.

Saving with a new name... You can use **F**ile, **S**ave **A**s to save a named file with a new name, which creates a backup of your file. You can have two versions of the same file, each with a different name.

Revising your file before saving it with a new name is common. You then have the original file and the second, revised file, each with a unique name. Using this method, you can store successive drafts of a document on disk.

Saving with descriptions... Information that describes a document is called a **property**. To add summary information to a document, Choose **F**ile, **P**roperties. Fill in any of the fields with descriptive text. Include as much or as little information as you like. Choose OK.

Managing Files...

The best way to keep track of files is to set up some type of folder structure and use this structure to organize your work. After you have decided where to store your files, you will need to locate them when you want to work on them again. If you have not worked on a document for a long time, you may forget its name or location.

Viewing Documents... Choose **F**ile, **O**pen. Use the dialog box to change to a different folder, view the contents as a list, with details or properties, or even search for a file.

- Preview enables you to quickly see a document before opening it.
- Quick View allows you to scroll through the file or open a file from another application.
- Use the Open dialog box to Open, Print, Copy or Delete one or many files at once! To copy to a floppy disk, choose SEND TO.

Documents...

- Use the **Highlighter** on the formatting toolbar to highlight text in 15 different colors. The highlighting will print out as light gray on a black & white printer.
- The **Zoom** box gives you a choice of screen sizes to view your document.
- **View** your document as Page Layout, Normal, or as an Outline.

Formatting Characters & Fonts...

Use **character formatting** to:

- **Add emphasis** to text by using boldface or enlarging important items.
- **Hide notes** to yourself and other readers by using hidden text to include notes that do not print.
- **Add visual interest** to text by changing fonts to visually differentiate body text from headings.

Selecting characters to format...

To format characters as you type, choose the formatting command, type the text, and then choose the formatting command a second time to turn off the command.

To format characters after you finish typing, you must remember to select the text, then choose the formatting command.

Formatting with Menu Commands...

This method offers **three advantages**: the Font dialog box displays all the character formatting commands at once; you can apply several types of character formatting simultaneously; and you can preview the results of the formatting choices.

To access the Font dialog box, choose **Format, Font** or press Ctrl+D. Select from Font, Font Style, Size, Underline, Color, and Effects.

Formatting with Keyboard Shortcuts...

<u>Format</u>	<u>Shortcut</u>
Bold	Ctrl+B
<i>Italic</i>	Ctrl+I
<u>Single underline</u>	Ctrl+U
<u>Word underline</u>	Ctrl+Shift+W
<u>Double underline</u>	Ctrl+Shift+D
SMALL CAPS	Ctrl+Shift+K
ALL CAPS	Ctrl+Shift+A
Hidden text	Ctrl+Shift+H
Superscript	Ctrl+Shift+=
Subscript	Ctrl+=
Copy formatting	Ctrl+Shift+C
Paste formatting	Ctrl+Shift+V
Remove formatting	Ctrl+space bar
Change case of letters	Shift+F3

Styles...

Drop Caps...Add visual interest to a paragraph by starting it with a drop cap, a large capital letter or first word that is set into a paragraph. The top of the drop cap or word aligns with the top of the first line of the paragraph.

To create large dropped capital letters:

Select the first letter, word, or segment of the paragraph you want to format. Choose **Format, Drop Cap**. The Drop Cap dialog box appears. Select **Dropped** or **In Margin** in the **Position** group to place the drop cap flush with the left margin, inside the main text area OR dropped in the left margin. Select a font from the **Font** box. In the **Lines to Drop** text box, type or select the number of lines you want the capital to drop into the paragraph. The default is 3. In the **Distance from Text** text box, type or select the distance you want between the drop cap and the paragraph text. Choose **OK**.

Formatting...

Use **AutoFormat!** It analyzes the document in the active window and applies a style to each paragraph that is currently formatted with either the Normal or Body Text style. The styles AutoFormat applies are designed to format common writing elements such as quotations, bulleted lists, headings, and more.

Select the text you want to format. If you want to format the entire document, position the insertion point anywhere in the document. Choose **Format, AutoFormat** and the dialog box appears. Determine changes by clicking the **Options** button. Choose **OK**.

Review formatting and make changes by clicking the **Review Changes** button in the AutoFormat dialog box.

Try out the Style Gallery! Choose **Format, Style Gallery** to preview and then change the appearance of a document by switching the style definitions to those of another template. Choose from contemporary, professional and elegant.

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