

**Microsoft Word 2003 for Windows - Reference Sheet**

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## File Management

### Create a New File

- Select **File**, then **New**
- Select **Blank Document**. Click **OK**
- OR click the **sheet of paper** icon at very left end of standard toolbar.

### Open an Existing File

- Select **File**, then **Open**
- In the **Look in** box at top of Open window, press the down arrow key (which opens a drop-down menu), then find and select the **drive & folder** where document is located.
- *NOTE: In the **Files of type** box, make sure "All Files (\*.\*)" appears. If not, click the downwards arrow to the right of this box. In the drop-down menu that appears, scroll up until you find "All Files (\*.\*)" and select.*
- Find and highlight the file to be opened. Click the **Open** button.
- OR click the **folder** icon which is second from left end of standard toolbar.

### Save a File

- Select **File**, then **Save**.
- Select the **drive & folder** from the Save In drop-down box where the file is to be saved. In the **File Name** box type the name of the document. Click **Save**.
- OR click the **disk** icon which is third from the end of the toolbar (on the left).
- *Note: To save current document under a different file name or folder, click **Save As** instead in the directions above.*
- *Note: In the **Save as type** box, make sure "Word Document (\*.doc)" is selected.*

### Save a File as a Web Page

- Select **Save as Web Page** from the **File** menu.
- Select the desired location and name for the file. Make sure the **Save as type** pull-down menu says **Web Page**.
- Click the **Save** button.

### Save a Formatted Document as a Template

- Select **Save As** from the **File** menu.
- Type the name of the file in the **File name** field.
- Select **Document Template (\*.dot)** from the **Save as type** pull-down menu.
- Select the location where you want to save the template.
- Click the **Save** button.

### Print a File

- Select **File**, then **Print**.
- Select the **printer name** from the drop-down list.
- Note: To print **landscape** mode, click the **Properties** button and, under the **Layout** tab, select **landscape** instead of **portrait**.
- Click **OK**.
- OR click the **Printer** icon which is fourth from the leftmost end of the toolbar (this will automatically print the document on whatever printer is set up as default connection; also will print document with whatever default properties are).

## Print Preview

- Select **File**, then **Print Preview**. Screen displays what file will look like when printed.
- To view multiple pages, click the **Multiple Pages** icon and highlight the number of pages desired in little image that appears.
- Click **Close** button on the top toolbar to close the Print Preview screen.
- OR click the **Print Preview** icon (which is fifth from the left).

## Set AutoRecover and Automatic File Backup

Setting the AutoRecover feature is **extremely important!** This will prevent loss of your editing session in case of a power failue or other emergency shut-down. Setting Automatic Backup always keeps a backup copy of the *next most recent version* of your file in case the current version becomes corrupt. It is recommended that you make sure both features are turned on when working on any computer with Word installed.

### To set AutoRecover & Automatic Backup:

- Select **File** in the Menu bar, then **Save As**.
- In the **Save As** dialog box that opens, select **Tools**, and in the drop-down menu that appears, select **Save Options**.
- On the next screen that appears be sure the following features are checkmarked:
  - Always create backup copy
  - Allow background saves
  - Save AutoRecover info every \_\_\_minutes (recommended: 5 min. This causes Word to save your file every 5 minutes as you write it).
- Click **OK**.

To recover your document after a power failure or other shut-down:

- Re-start your computer and get back into Word. Your document that was open at the time of a power failue will appear for you. Only changes that you made in the past 5 minutes will be lost.
- Check the file to see if any information has been lost.
- Select **File** in the Menu bar, then **Save As**.
- In the File Name box at bottom of screen, type the file name of the current document you were working on at the time of the power failure.
- Click the **Save** button.
- A message will appear asking whether you want to save the current document. Click **Yes!**. This will save your most recent editing (within 5 minutes of the shut-down).
- Exit the document on the screen and get out of Word.
- Re-start Word, find your document's file name and open the file to continue working on it. This file will contain all your most recent editing intact.

### To replace a damaged file with its backup copy:

Sometimes files become damaged or are blank when you open them. This is when a backup copy of the file is needed.

- Select **File** from the Menu bar, then **Open**.
- In the **Files of type** box make sure **All Files** is selected.
- In the folder list, find the folder that contains the file that is blank or damaged.
- Under the **Views** icon, select **Details**. (5th button to right of the Look In box at top of window)

- In the Name column, the backup copy name appears as **Backup of document name**. In the Type column, the file type for the backup copy appears as **Microsoft Word Backup Document**.
- Find the backup copy of your corrupt document and double-click its file name.
- When the files opens, save it with the file name of your corrupt document (**filename.doc**). It will overwrite the corrupt document with the backup version so that you can continue with your editing.

#### File Navigation:

- Go to beginning of document: Press **Ctrl + Home** (on middle keypad) together.
- Go to end of document: Press **Ctrl + End** (on middle keypad) together.
- Go to next page: Press **Ctrl + PgDn** (on middle keypad) together.
- Go to previous page: Press **Ctrl + PgUp** (on middle keypad) together.

#### File Editing: Delete, Select, & Copy/Paste:

##### Delete

- *Delete a character* at a time with the **Backspace** or **Delete** keys. Backspace deletes the character on the left of cursor; Delete deletes the character on the right.
- To *delete a block of text*: Select (highlight) the text to be deleted. Press **Backspace** key.
- To *undo* a deletion, select **Edit**, then **Undo**.

##### Select Text

- To **select (highlight) a block of text**: Click the mouse at beginning and drag to the end of text you want to select. The text will be highlighted in black. The next editing or formatting command you execute will affect only that text.
- To **select the entire document**: Place cursor at beginning of document. Hold down the **Shift** key while pressing **Ctrl + End** together. You can then apply any text properties (in the following sections) to the entire document.

##### Copy or Cut (Move) & Paste

1. First select the text you want to **copy** or **move**.
2. To **copy** selected text: Select **Edit** from Menu bar, then **Copy** (or press **Ctrl+C**). This makes a copy in the temporary Clipboard file and leaves the original as is.  
To **cut (move)** selected text: Select **Edit** from Menu bar, then **Cut** (or press **Ctrl+X**). This moves the text to the temporary Clipboard file and removes the original.
3. After you use the cut or copy command, use **paste** to place the text from the Clipboard in another location:  
Select **Edit** from Menu bar, then **Paste** (or press **Ctrl+V**)

##### Searching:

###### Word Search

- Select **Edit** from the Menu bar, then **Find**.
- Type the word or phrase you are looking for in the **Find What** text box.
- Click **Find Next**.
- The cursor will move to the first occurrence of that word or phrase.

- Click the **Find Next** button again to search for the next occurrence.

### Customize Word Search

- Before clicking the Find Next button (as in above instructions), click the **More** button for more options for your word search.
- Options include: **Match case, Find whole words only, Use wildcards, Sounds like,** and **Find all word forms.**
- Now click **Find Next**.

### Replace Word

- Select **Edit** from the Menu bar, then **Replace**.
- Type the word or phrase to be replaced in the **Find What** text box.
- Type the word or phrase that will replace the original word in the **Replace With** text box.
- Click the **Find Next** button to go to the first occurrence of the word to be replaced.
- Click **Replace** if you choose to replace the original with the new word.
- Click **Find Next** for the next occurrence of the word to be replaced.
- *Note: You can click **Replace All** to replace all occurrences of the original with the new word all at once.*

### Formatting Features:

#### Formatting Toolbar

- This is a quick method of changing many text properties:
- If the Formatting toolbar is not shown, select **View**, then **Toolbars** on the Menu bar. Select **Formatting**, which will then appear with a checkmark to its left.
- Select (highlight) the text whose properties you wish to change.  
*Note: To highlight the entire document, hold down the **Shift** key while pressing **Ctrl + End** (on middle keypad) together.*
- Click one of the following buttons as desired:  
**Font, Font Size**  
**Bold, Italics, Underline**  
**Align Left, Align Center, Align Right, Justify**  
**Numbering, Bullets**

### Using Document Themes

Themes provide predefined settings for background colors and graphics, body and heading styles, bullets, horizontal lines, hyperlink colors, and table border colors.

- Select **Theme** from the **Format** menu.
- Check the boxes for **Vivid Colors, Active Graphics,** and **Background Image** to display brighter colors, show animations and display the background graphic.
- Click the **OK** button.

NOTE: Animations will only display when the page is viewed in a Web browser.

### Font Properties (alternate method)

- Select (highlight) the text whose font you wish to change.  
*To highlight entire document, hold down **Shift** while pressing **Ctrl + End** (on middle keypad) together.*

- Select **Format**, then **Font**.
- In the Font window you can change the **Font, Style, and Size**. Click **OK**.
- To make this selection your *default* font, click the **Default** button. Click **Yes** in the pop-up window.

### Footnotes & Endnotes

**Note: Do not switch between Word 2000 to Word 97 when typing a paper with footnotes because it scrambles them in the conversion process. Stick with one version throughout your writing of the paper.**

- Place the cursor in the body of the text where you'd like the footnote symbol to appear.
- Select **Insert** from the Menu bar, the **Reference**, then **Footnote**.
- Select the numbering style. Click **OK**.
- Type the footnote in the footnote section that appears at the bottom of the page.
- Click anywhere in the document to return to regular typing.

### Header & Footer

- Select **View** from the Menu bar, then **Header & Footer**.
- **To insert header:** Type text of header into the header field (dotted box at top of screen).
- **To insert footer:** Scroll down to bottom of page and type text in the footer field, or click the 4th button from right on the Header/Footer toolbar on the screen.
- Page numbering, date, and other information can be added easily using the other buttons on the toolbar.
- Click the **Close** button when finished.

### Hyperlink

- Select (highlight) the word or phrase in your document to be the link.
- Click **Insert** on the Menu bar, then **Hyperlink**.
- To link it to the Internet, type in the **URL address** or the path of a local file to be retrieved. (Use the Browse button to find the file). Click **OK**.

### Lists: Numbered or Bulleted

- To begin, type the number **1**. (for a numbered list) or \* (for a bulleted list). Then press the **Tab** key or **Spacebar**.
- Type the text of the first element of your list. Press the **Enter** key. (Word automatically adds a number or bullet to the next line).
- To end a list, press the **Backspace** key, or press the **Enter** key *twice*.
- To insert a new list element in the middle or end of a list, place cursor at the end of the line *above* where you want to insert a new one. Press the **Enter** key and a number (or bullet) will be added automatically to the next line.
- To change the style of a bullet or number right-click on a bullet or number and select **Bullets and Numbering**. Choose the style desired and click **OK**.

### Margins

- Select **File**, then **Page Setup**, then **Margins** tab.
- Adjust the Top, Bottom, Left or Right margin settings.

- Select (highlight) the part of the document to apply the settings to from the **Apply to** drop-down list. (You can choose either **whole document** or **from this point forward**). Click **OK**.

### Page Break

- Select **Insert** from the Menu bar, then **Break**.
- Choose the **Page break** option button. Click **OK**.

### Page Numbering

- Select **Insert** from the Menu bar, then **Page Numbers**.
- In the Position pull-down box, select whether you want the page number to appear at the **Top of page (Header)** or **Bottom of page (Footer)**.
- In the Alignment pull-down box, select whether the header or footer should appear at the right, left, center, inside or outside of page. (The Preview sections shows the placement you select).
- Select whether or not you want to **Show number on the first page**.
- Press the **Format** button to *customize page number format or change number sequence*. Click **OK**.

### Page Orientation

- Select **File** from the Menu bar, then **Page Setup**.
- Choose the **Paper Size** tab.
- Select **Portrait** or **Landscape**. Click **OK**.

### Line Spacing

- Select (highlight) the paragraphs to be affected by the spacing change.  
*OR select entire document by holding down **Shift** key and pressing **Ctrl + End** (in middle keypad) together.*
- Select **Format**, then **Paragraph**. Click the **Indents & Spacing** tab.
- Select the spacing you wish in the **Line Spacing** drop-down list. (single, 1.5, double-space...)

### Special Symbols or Characters

- Select **Insert** from the Menu bar, then **Symbol**.
- From the window that appears, you can click on any symbol to see an enlargement of it.
- To see groups of other symbols, change the Font selection from the drop-down list to something else.
- When you find the symbol you want, click the **Insert** button. Close the window.
- *Note: Under the Special Characters tab you will find even more characters or symbols.*

### Subscripts & Superscripts

- Select (highlight) the number or character to be subscripted or superscripted.
- Choose **Format** on the menu bar, then **Font**.
- In the dialog box that appears, in the Effects section, place a checkmark in box to left of **Subscript** or **Superscript**. Click **OK**.

## Table

- Select **Table** from the Menu bar, then **Insert Table**.
  - Select the desired number of rows and columns. Click **OK**.
  - Type the text you want to appear in the first cell of table.
  - Press the **Tab** key to move to new cell on right. Press the **Arrow** keys to move up and down through the table. Press **Enter** key within cell to create a new line for typing text.
  - You can adjust column widths by dragging the column boundaries to the right or left within the table.
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- **To add a column within the table:**
    - Select the column that will be to the *right* of where you want to insert the column and slide mouse slowly across top border of that column until a small black down-arrow appears.
    - Right-click at that point where the down-arrow appears to reveal a pop-up menu.
    - Choose **Insert Columns**.
  - **To add a column to the right of the last column in a table:**
    - Click just outside the rightmost column. Then select **Table** from the Menu bar.
    - Choose **Select Column**.
    - Click **Table** from the Menu bar again.
    - Select **Insert**, then **Columns to the Left** or **Columns to the Right**. A new column will appear at the left or right end of the table.
  - **To add a row within the table:**
    - Select the row that will be just *below* the inserted row and click mouse at left end of that row (where the white arrow appears).
    - Right-click at the point where a white arrow appears; a pop-up menu will appear.
    - Choose **Insert Rows**.
  - **To add a row at the end of a table:** Click the *last* cell of the *last* row and press **Tab**.

## Tabs

- If the Tab Ruler is not visible, select **View** from the Menu bar, then **Ruler**.
- **To change tab settings:**
  - First select (highlight) the *paragraphs* to be affected by the new tab settings. (Tab settings take effect for only those selected paragraphs).  
*OR if you want the settings to affect the entire document by holding down Shift key and pressing Ctrl + End (in middle keypad) together.*
  - You can slide any existing tab markers to new locations by clicking and dragging them with the mouse.
  - To place a new tab marker on the Tab Ruler, click in the Tab Ruler (in the white space under the tic marks). The tab marker will appear where you clicked the mouse.
- **To clear all tab settings** for the paragraph before you set new ones:
  - Select the paragraphs you want to affect.
  - Click on **Format**, then **Tabs**. In the Tabs screen press the **Clear All** button and click **OK**.
- **To change type of tab alignment:**
  - The **Tab Stop Alignment Button** (at left end of ruler) is set by default to left-aligned tabs.
  - To change type of tab, click that button until the desired tab alignment button is displayed (Left, Right, Center or Decimal).
  - *Note: By moving mouse over the top boundary of this button, you can see which tab alignment is represented.*

## Images:

### Insert an Image File

- Select **Insert** from the Menu bar, then **Picture**.
- From the pop-up menu select **From File**. (You can insert a .jpg, gif, tif or other image file).

### Delete an Image

- Click the mouse button once on the image to select it.
- Press the **Delete** key.

### Move an Image

- Click the image and hold down the mouse button.
- Drag the image to the desired location.
- Release the mouse button.

### Re-size an Image

- Click once on the image to select it.
- Run the mouse button over one of the eight handles(little squares) of the image until the cursor turns into a diagonal double-ended arrow.
- Click and hold the mouse button down, and drag the mouse left or right to decrease or increase the image size.
- Once the desired size is shown by the dotted lines, release the mouse button.

### Wrap Text Around an Image

- Right-click on the image and select **Format Picture**.
- Under the **Layout** tab, from the choice of styles displayed, select one and click **OK**. Text will automatically wrap around the image.

## Screen Views:

To switch between the following views, click the appropriate button in the bottom left corner of the window or select the desired view from the **View** menu.

- **Normal View:** Shows simple text formatting & layout without images.
- **Print Layout View:** Shows orientation of embedded images on page when printed.
- **Web Layout View:** Document headings display in left frame. When headings are clicked, they move cursor to corresponding section of document
- **Outline View:** Shows structure of document in left frame, such as heading indents. When headings are clicked, they move cursor to corresponding section of document
- **View multiple documents on screen:**
  - Open each document with the **File | Open** command.
  - Select **Window** from the Menu bar, then **Arrange All**.
  - Re-size the windows as desired by dragging the boundaries to decrease or increase sizes of individual document windows.
  - Click anywhere in a window to make it the active window (will display a darker title bar).
  - To view only one document on screen, double-click on title bar of document you want to work in.

## Spelling & Grammar:

### Spellcheck

*Note: Word checks spelling as you type, notifying the user of any misspelled words by underlining the word with a wavy red line.*

- To check a word that was red-underlined as misspelled, right-click on the word.
- Any possible correct spellings will be listed.
- To replace the word with one of these choices, simply click on the new spelling, and it will replace the original word.
- The word may be underlined because it is not in the Word dictionary. To add a word to the dictionary, right-click on the word and select **Add** from the menu.
- If you know the word is correct and want the spellchecker to ignore it for the remainder of the document, click **Ignore All**.

### Grammar-check

*Note: Word has a grammar-check feature to automatically check your grammar as you type, notifying the you of possibly incorrect grammar in a sentence with a wavy green line.*

- To view the problem, right-click on the green-underlined section.
- To accept the grammar suggestion, click on the suggested solution, and the new phrase will be substituted for the incorrect one.
- To ignore individual grammar suggestions, select **Ignore Sentence**.
- To hide spelling or grammar-check features:
  - Right-click on the **book** icon at the bottom of the Word window.
  - Select **Hide Spelling Errors** to turn off spellcheck feature.
  - Select **Hide Grammar Errors** to turn off grammar-check feature.