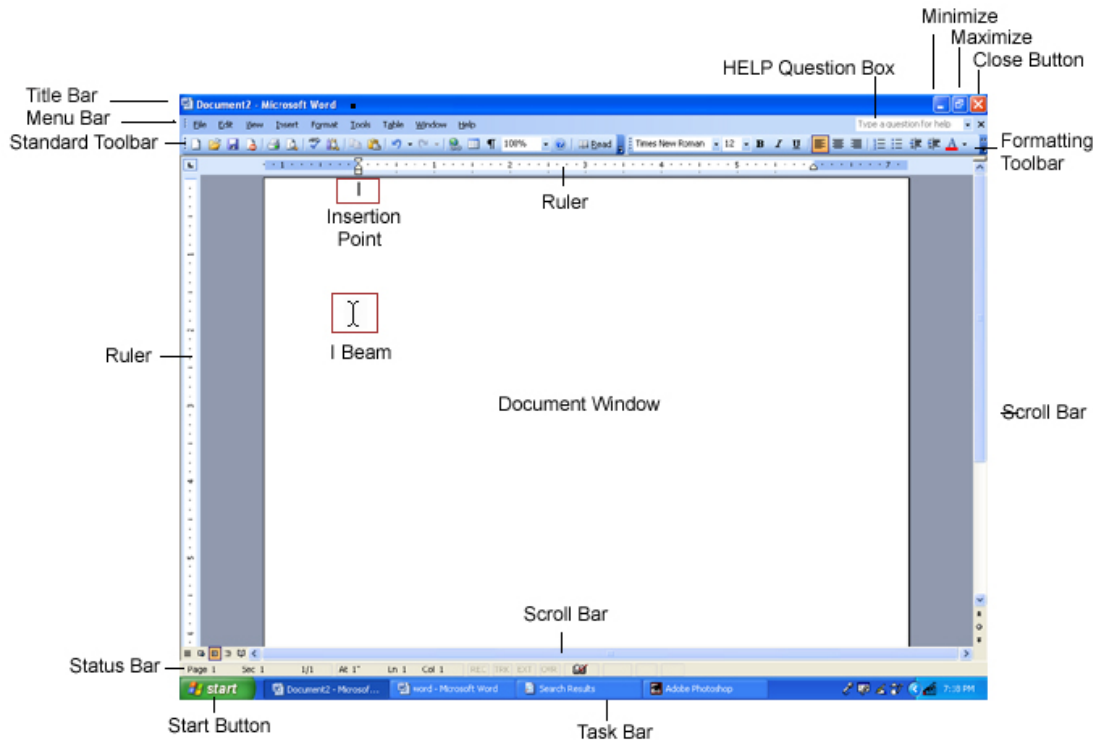
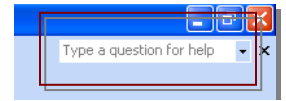


WORD 2003 SCREEN



GETTING HELP!



1. SELECT THE ASK A QUESTION TEXTBOX.
2. ENTER YOUR SEARCH TOPIC IN THE ASK A QUESTION TEXTBOX.
3. PRESS THE ENTER KEY.
4. A LIST OF RELATED TOPICS IS DISPLAYED. SELECT THE TOPIC THAT BEST MEETS YOUR NEEDS.
5. THE HELP RESULTS ARE DISPLAYED.
6. TO RETURN TO THE ORIGINAL DOCUMENT WINDOW, CLICK THE CLOSE BUTTON TO CLOSE HELP PANES.

TOPICS CAN BE PRINTED BY CLICKING THE PRINTER ICON ON THE WORD HELP PANE'S TOOLBAR.



BASIC TASKS

CREATE A NEW DOCUMENT

1. SELECT THE FILE MENU.
2. SELECT NEW.
3. FROM THE DOCUMENT TASK PANE SELECT NEW BLANK DOCUMENT.

OPEN AN EXISTING DOCUMENT

1. SELECT THE FILE MENU.
2. SELECT OPEN.
3. NAVIGATE TO THE DESIRED DOCUMENT.
4. CLICK OPEN.

SAVE A DOCUMENT

1. SELECT THE FILE MENU.
2. SELECT SAVE.
3. THE SAVE AS DIALOG BOX OPENS. (THE DEFAULT SAVE IN LOCATION IS THE MY DOCUMENTS FOLDER.)
4. REPLACE OR ACCEPT THE DOCUMENT NAME. CLICK SAVE.

SAVE USING SAVE AS

1. SELECT THE FILE MENU.
2. SELECT SAVE.
3. IF DESIRED, ENTER A NEW FILENAME.
4. CLICK SAVE.

SAVE AS RTF – RICH TEXT FORMAT

1. SELECT THE FILE MENU.
2. SELECT THE SAVE AS TYPE DROP-DOWN ARROW.
3. LOCATE AND SELECT THE RICH TEXT FORMAT OPTION.
4. CLICK SAVE.

ENTER AND INSERT TEXT

TO ADD TEXT TO YOUR DOCUMENT

KEY IN THE DESIRED TEXT. REMEMBER IT IS NOT NECESSARY TO PRESS ENTER AT THE END OF A LINE OF TEXT; WORD WILL AUTOMATICALLY "WRAP" TEXT TO THE NEXT LINE FOR YOU.

TO INSERT TEXT

MOVE THE I-BEAM TO THE DESIRED LOCATION AND CLICK THE LEFT MOUSE BUTTON. ENTER THE DESIRED TEXT.

BASIC EDITING

TO EDIT ANY OBJECT, THE OBJECT (I.E., TEXT) MUST BE SELECTED. FOR MORE DETAIL INSTRUCTION VIEW THE [WORD – SELECT TEXT](#) ONLINE DEMONSTRATION,

TO COPY AN ITEM

1. SELECT THE OBJECT TO BE COPIED.
2. FROM THE EDIT MENU SELECT COPY.
3. A COPY OF THE OBJECT IS PLACED ON THE CLIPBOARD FOR FUTURE USE.

TO CUT

1. SELECT THE OBJECT TO BE CUT.
2. FROM THE EDIT MENU SELECT CUT.
3. THE ORIGINAL OBJECT IS DELETED AND A COPY IS PLACED ON THE CLIPBOARD FOR FUTURE USE.

TO PASTE

1. PLACE THE INSERTION MARK IN THE DESIRED LOCATION.
2. FROM THE EDIT MENU SELECT PASTE.

TEXT FORMATTING

FROM THE MENU:

1. SELECT THE TEXT TO BE FORMATTED. *REMEMBER, TEXT CANNOT BE FORMATTED UNLESS IT IS FIRST SELECTED.*
2. CHOOSE THE FORMAT MENU, THEN SELECT THE FONT MENU.
3. THE FONT DIALOG BOX OPENS DISPLAYING THE CURRENT FONT FORMATTING.
4. SELECT THE DESIRED FONT CHANGES.
5. PREVIEW THE FORMATTING CHANGES. REVISE IF NECESSARY.
6. CLICK OK TO ACCEPT THE FORMATTING.

FROM THE TOOLBAR:

1. SELECT THE TEXT TO BE FORMATTED.
2. SELECT THE DESIRED FORMATTING OPTION FROM THE FORMATTING TOOLBAR.



SPELLING AND GRAMMAR CHECK

WORD PROVIDES TWO METHODS TO HELP IDENTIFY AND CORRECT MISPELLED WORDS, DUPLICATE WORDS, ERRORS IN GRAMMAR AND PUNCTUATION.

CORRECT ERRORS AS YOU TYPE:

1. RIGHT-CLICK WORDS WITH RED OR GREEN WAVY UNDERLINES.
2. CHOOSE DESIRED CORRECTION FROM THE SHORTCUT-MENU.

CORRECT COMPLETED DOCUMENT:

1. FROM THE TOOLS MENU, SELECT SPELLING AND GRAMMAR.
2. THE SPELLING AND GRAMMAR DIALOG BOX OPENS. ERRORS ARE IDENTIFIED AND SUGGESTIONS FOR CORRECTION ARE PRESENTED.
3. SUGGESTIONS CAN BE ACCEPTED, EXPLAINED OR IGNORED.
4. WORD PROVIDES A POP-UP INDICATING WHEN THE REVIEW IS COMPLETED.

TIP: RED WAVY UNDERLINES INDICATE A SPELLING ERROR. GREEN WAVY UNDERLINES INDICATE A GRAMMAR ERROR.

INDENTING (FIRST LINE OF A PARAGRAPH)

THESE INSTRUCTIONS ARE FOR ONE PARAGRAPH AND THE FIRST LINE OF THAT PARAGRAPH.

1. PLACE THE CURSOR IN FRONT OF THE FIRST LINE OF THE PARAGRAPH.
2. PRESS THE TAB KEY.

PRINT PREVIEW

TO VIEW YOUR DOCUMENT BEFORE PRINTING:

1. SELECT PRINT PREVIEW FROM THE FILE MENU.
2. WHEN YOU ARE DONE PREVIEWING YOUR DOCUMENT CLICK THE CLOSE BUTTON.

TIP: THE PAGE WHERE THE INSERTION POINT IS LOCATED DISPLAYS ON THE SCREEN. ONE PAGE AND MULTIPLE PAGE VIEWS ARE AVAILABLE ON THE PRINT PREVIEW TOOLBAR.

ALIGNMENT

VERTICAL

1. SELECT TEXT.
2. SELECT THE FILE MENU AND CLICK THE PAGE SETUP OPTION.
3. SELECT ONE OF THREE OPTIONS: LEFT, CENTER, AND RIGHT.

HORIZONTAL

1. SELECT TEXT.
2. CLICK THE FORMAT MENU AND THEN CLICK THE PARAGRAPH OPTION.
3. SELECT THE DESIRED ALIGNMENT OPTION OR... CLICK ONE OF THE ALIGNMENT BUTTONS LOCATED ON THE FORMATTING TOOLBAR.

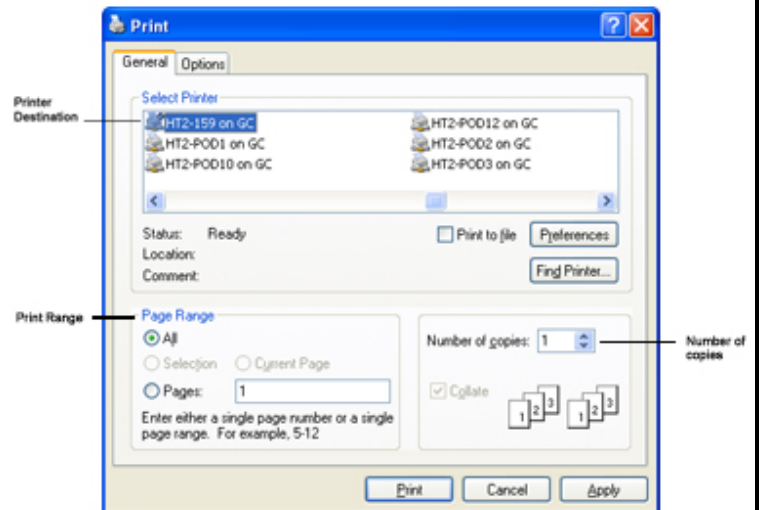
PRINTING

IF YOU ARE CURRENTLY IN PRINT PREVIEW

1. SELECT THE PRINT ICON ON THE PRINT PREVIEW TOOLBAR.
2. SELECT THE DESIRED PRINT OPTIONS.
3. CLICK OK.

FROM THE FILE MENU

1. SELECT PRINT
2. REVIEW AND SELECT THE DESIRED PRINT OPTIONS.
3. CLICK OK.



PAGE SETUP

1. SELECT THE FILE MENU.
2. SELECT PAGE SETUP.
3. TO ADJUST THE MARGIN WIDTH, CLICK THE SPIN BOX'S UP OR DOWN FACING ARROW UNTIL THE DESIRED WIDTH IS SELECTED.
4. TO CHANGE THE ORIENTATION, SELECT THE DESIRED ORIENTATION BUTTON.
5. USE THE APPLY TO: DROP BOX TO APPLY SETTING TO THE WHOLE DOCUMENT OR FROM THIS POINT FORWARD.
6. TO ACCEPT THE PAGE SETUP, CLICK OK.

HANGING INDENTS

1. CLICK THE PARAGRAPH TO BE FORMATTED.
2. CLICK THE FORMAT MENU.
3. SELECT PARAGRAPH.
4. SELECT SPECIAL.
5. SELECT HANGING.
6. SELECT OK.

HEADERS AND FOOTERS

1. FROM THE VIEW MENU SELECT HEADERS AND FOOTERS.
2. ALIGN TEXT USING THE TAB KEY (I.E. LEFT CENTER RIGHT).
3. TYPE TEXT TO APPEAR IN THE HEADER.

PAGE NUMBERS CAN BE INSERTED AT THIS POINT BY CLICKING THE INSERT PAGE NUMBER BUTTON ON THE HEADER AND FOOTER TOOLBAR. IF THE WORD "PAGE" IS REQUIRED, KEY IN THE TEXT BEFORE SELECTING THE INSERT PAGE NUMBER BUTTON.