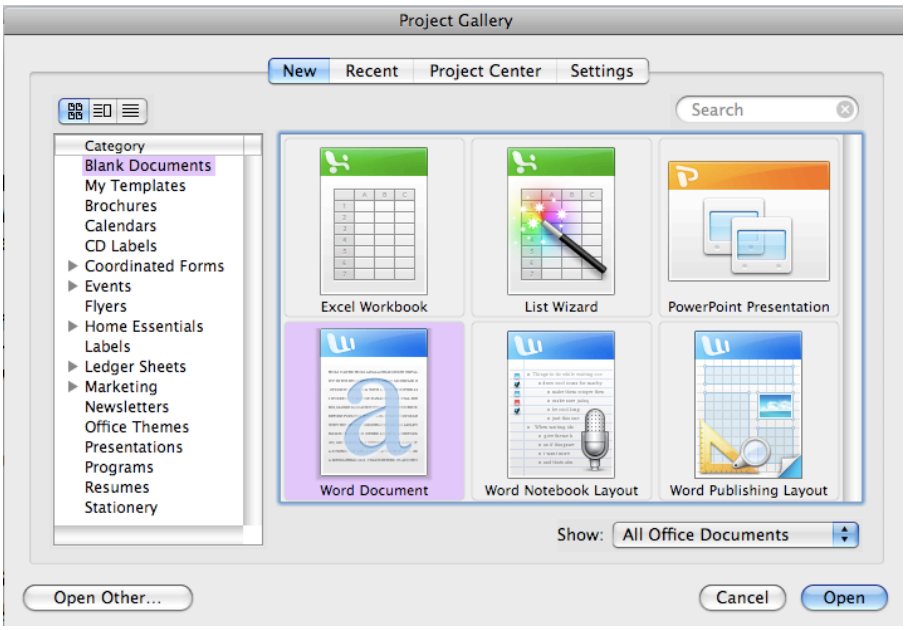
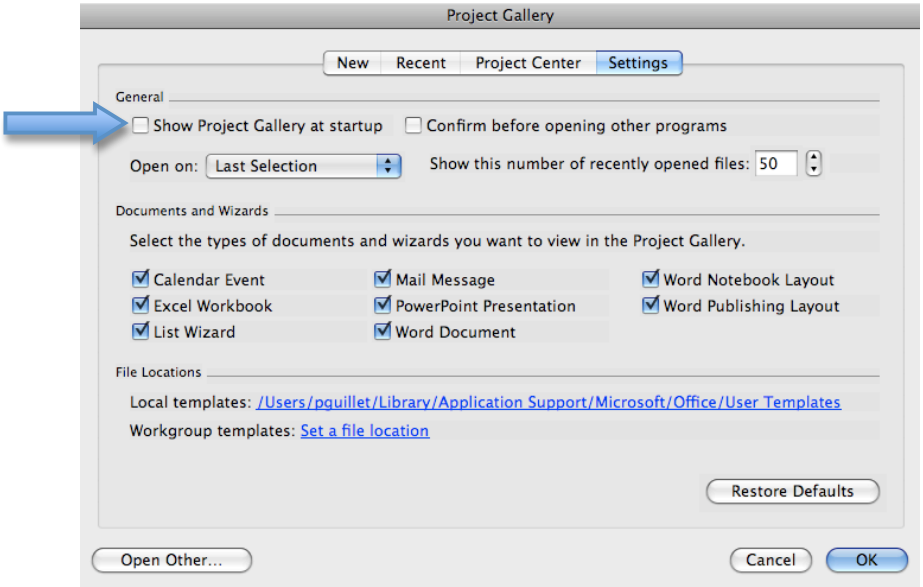
Introduction to Microsoft Word 2008

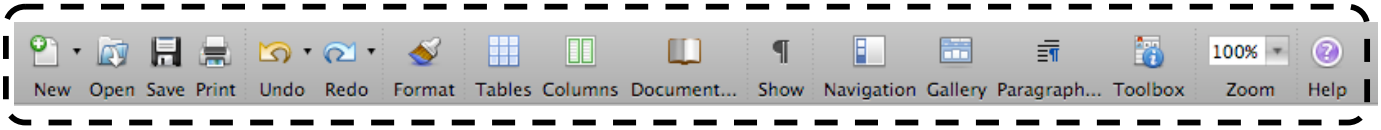
1. Launch **Microsoft Word** icon in **Applications > Microsoft Office 2008** (or on the Dock).
2. When the **Project Gallery** opens, view some of the available Word templates by clicking to expand the **Groups**, and then selecting a **category** in the **Groups** list. The Word templates in the Project Gallery give you a convenient place to start documents.
3. Click the **List** icon next to the **Groups** list. Notice that you can display templates alphabetically in the middle pane, and preview them on the right.



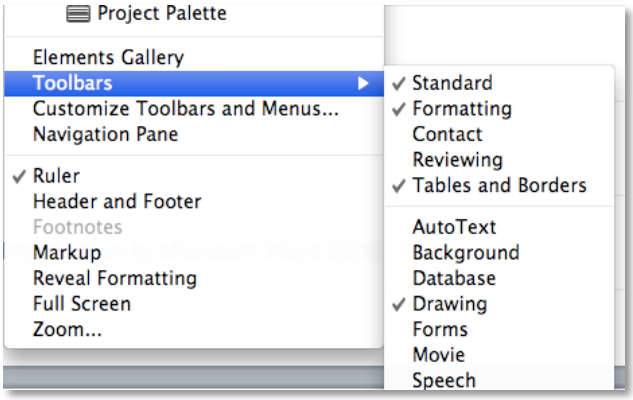
*If you do want to start with a blank document, however, you have that option, too—from within the **Project Gallery** or by turning off the **Project Gallery.** When the **Project Gallery** is turned off, a blank document appears by default when you open **Word**.*

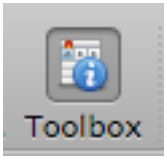


4. Click **Blank Documents** in the **Groups** list, and then click **Word Document** in the middle pane.
5. Click **Open** and notice the new blank Word document that appears. The **Standard Toolbar** appears at the top of the document:

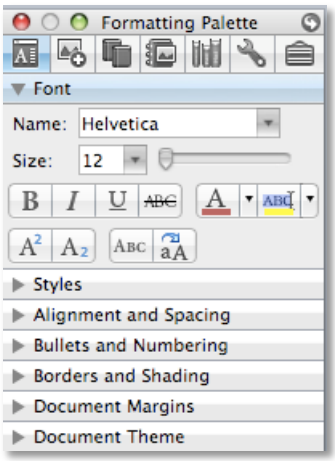


To activate additional Toolbars, from the **View** > **Toolbars** menu choose the **Formatting, Tables and Borders,** and **Drawing** tool bars:





Click the **Toolbox** icon on the **Standard Toolbar** to open the **Formatting Palette.** The **Formatting Palette** dynamically adapts to display appropriate tools for text, tables, and pictures. For example, if you select text, the **Formatting Palette** provides common text-formatting commands. If you then select a picture, the **Formatting Palette** dynamically changes to provide common picture-editing commands.



You can “show “or “put away” the **Formatting Palette** from the **View** menu or by clicking the **Toolbox** icon on the **Standard Toolbar.**

Viewing Documents

Microsoft Word provides several different ways to view your document:

Draft (in Word 2004, formerly the “Normal” View)

Work in **Draft** view for typing, editing, and formatting text. **Draft** view shows text formatting but simplifies the layout of the page so that you can type and edit quickly. In **Draft** view, page boundaries, headers and footers, backgrounds, drawing objects, and pictures that do not have the “In line with text” wrapping style do not appear.

Print Layout (formerly "Page Layout" View)

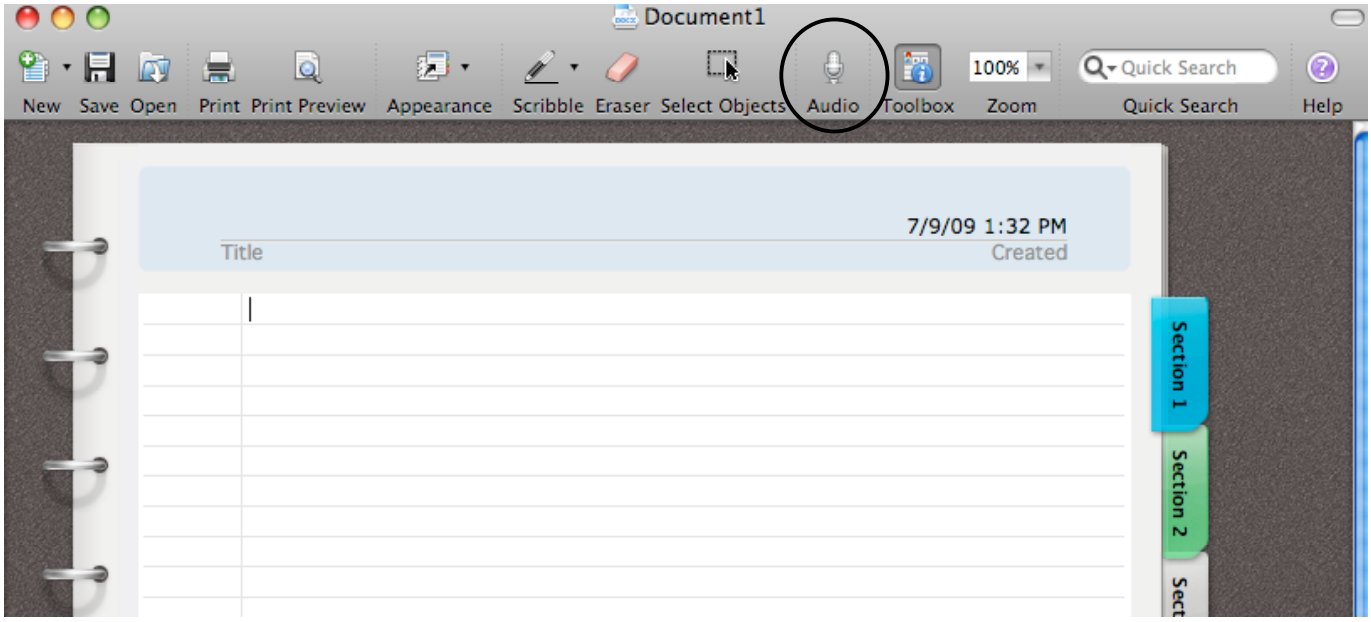
Work in **Print Layout** view to see how text, graphics, and other elements will be positioned on the printed page. This view is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects.

Outline

Work in **Outline** view to look at the structure of a document and to move, copy, and reorganize text by dragging headings. In **Outline** view, you can collapse a document to see only the main headings, or you can expand it to see all headings and even body text. In **Outline** view, page boundaries, headers and footers, graphics, and backgrounds do not appear.

Notebook Layout

You can use **Notebook Layout** view to capture your thoughts and ideas in the equivalent of an electronic notebook, which can be sectioned and organized by "ideas." Many of the same commands and features that are available in regular Word documents are also available while you are working in **Notebook Layout** view. **BONUS: Notebook Layout** view also includes the ability to record audio notes, which become embedded in the file (caution, this greatly increases the size of the file).



Publishing Layout

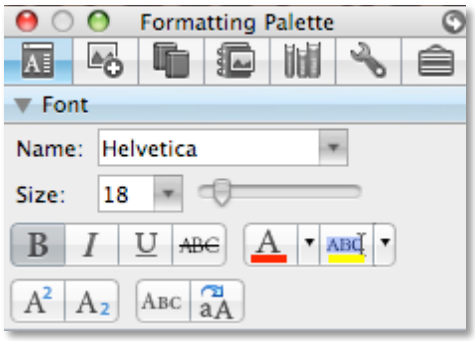
This *new feature in Word 2008* allows users to lay out a complex publication. Elements can appear on all pages (such as a company logo, or legal disclaimer) by placing them on a **master page.** Save your custom layout as a template, and then you can create a new version of the document based on the template, revising content as needed — the template keeps the layout the same. See the **Help** menu for more options.

File > Print Preview

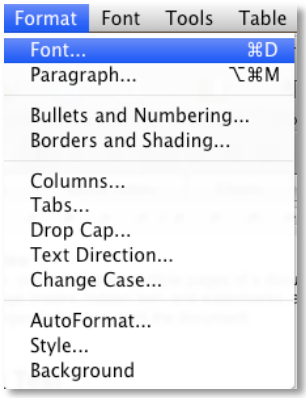
In print preview, you can display multiple pages of a document in a reduced size. In this view, you can see page breaks, hidden text, and watermarks, and you can make editing or formatting changes before you print the document.

Formatting Text

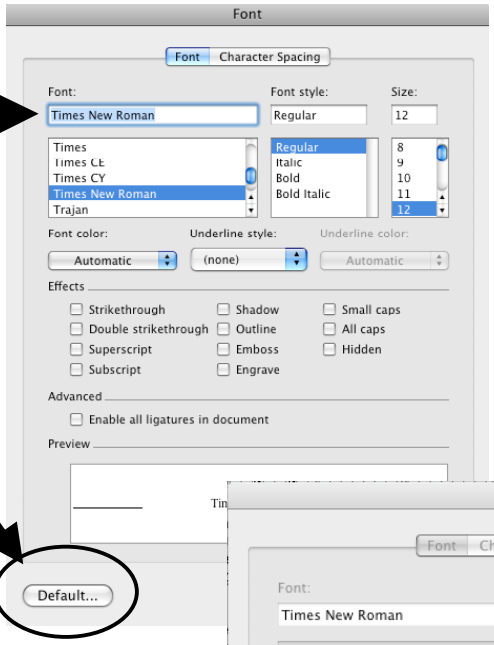
Text attributes can be changed in a number of ways: from the **Format** or **Font** pull down menus; from the **Formatting** toolbar; and perhaps the easiest way to change the font, size, and style of text in your Word document is to use the **Formatting Palette.** Select the text you want to change, and then choose a formatting option.



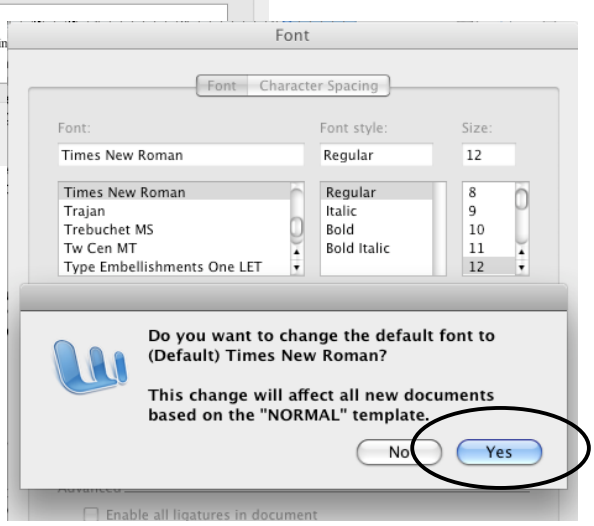
The default font for Word 2008 is Cambria. To change the default font to Times New Roman (or other font family), from the **Format** menu, select **Font.**



Choose the desired font from the **Font** list, then click the **Default** button:



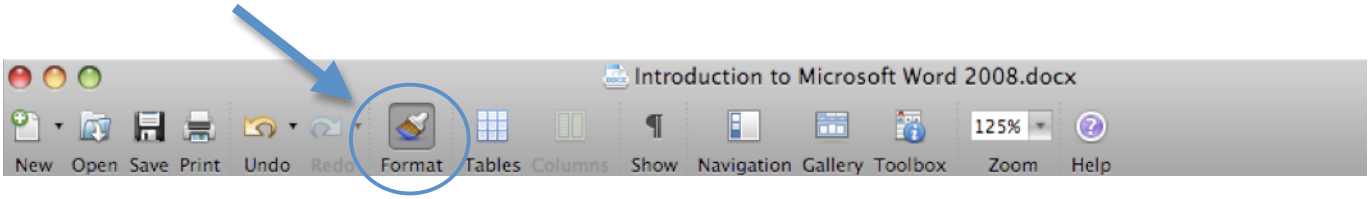
Click **Yes** to instruct Word to **change the default font for all new documents.**



The **Format Painter** provides a convenient way to reuse a particular text format and/or paragraph style. With the **Format Painter,** you can apply formats to a word, a phrase, a paragraph, or more.

Practice formatting text using the **Formatting Palette** and the **Format Painter:**

1. Type some text in a new word processing document.
2. If the **Formatting Palette** is not already visible, choose **Formatting Palette** from the **View** menu.
3. Double-click a word to select it.
4. Use the **Formatting Palette** to change the font, size, and color of the selected text. Notice how the text automatically changes as you select different options in the **Formatting Palette**.
5. With the text still selected, click the **Format Painter** button in the **Standard** toolbar:

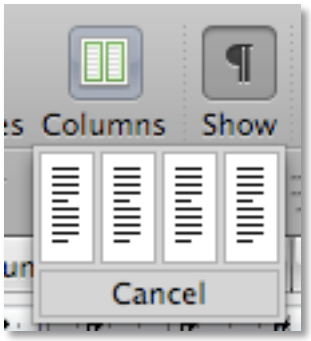


6. Click into a different word in your document. Notice how the text formatting changes to reflect the style of word that was highlighted.

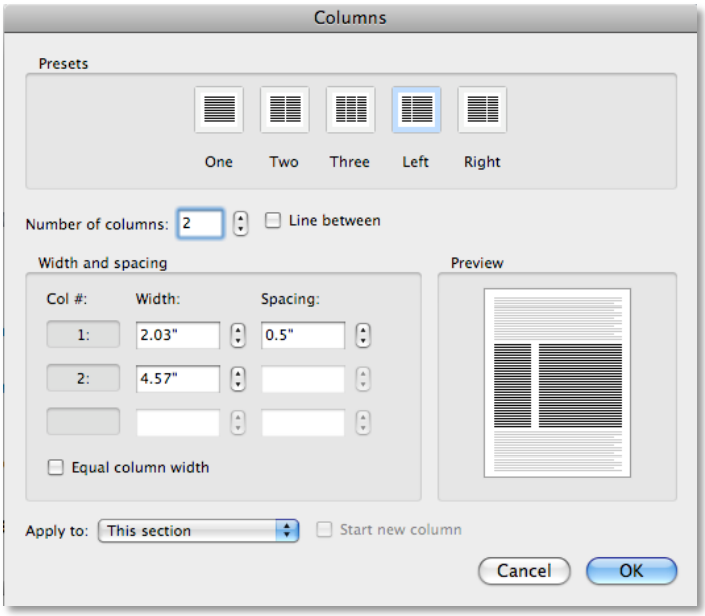
Note: Double-clicking the **Format Painter** will lock the tool (the **Format Painter** button is darkened when locked) so that you can "paint" or apply a format, multiple times within a document. The **Format Painter** button will stay locked until you click it again, or click to select any other tool.

To set columns

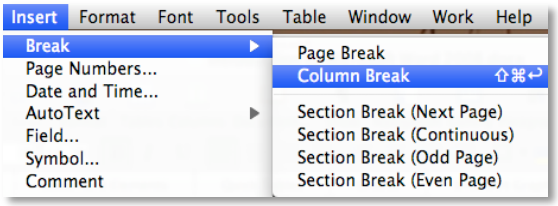
Click on the **Columns** icon on the **Standard Tool Bar** and choose from 2 through 6 columns.



For more precise choices in column or gutter size, or to select different preset sizes, select **Format -> Columns:**



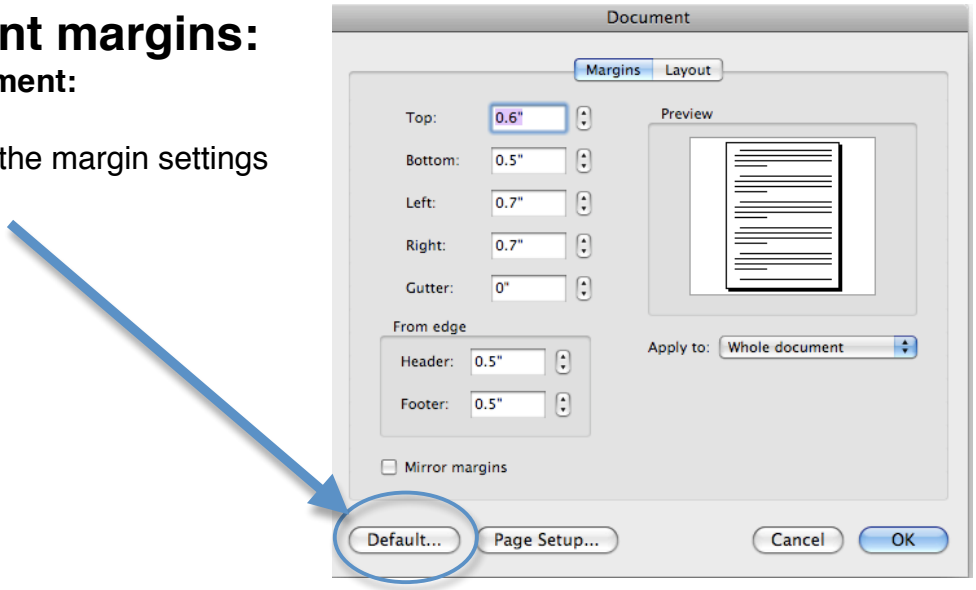
To move text to a new column:
Select **Insert -> Break …** choose **Column Break**



To set document margins:

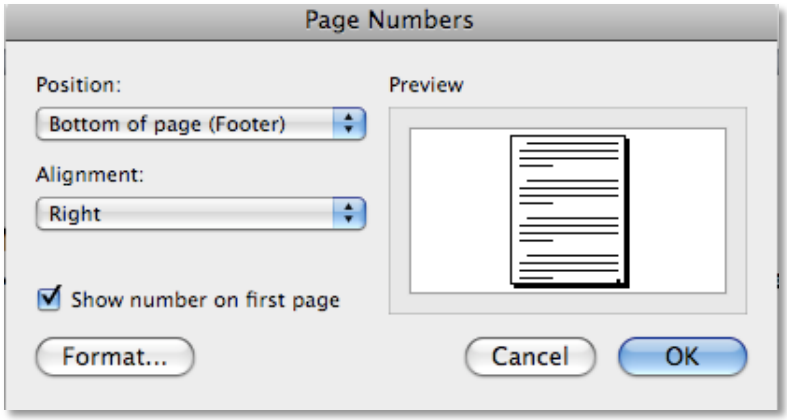
Select **Format -> Document:**

Click **"Default"** to keep the margin settings for all future documents.



Page numbers:

Select **Insert -> Page Numbers,** select desired options from the **Page Numbers** Setup dialog window:

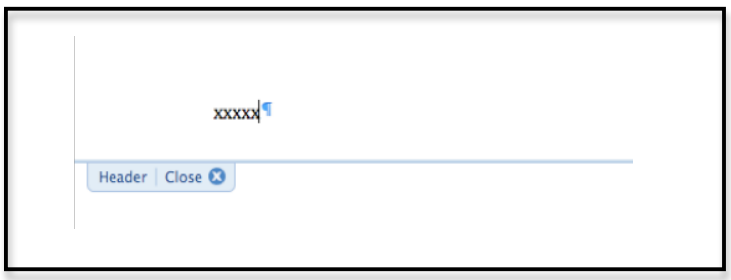


Headers and Footers:

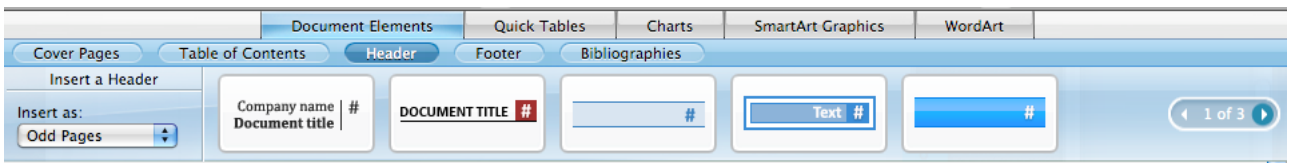
You can create headers and footers that include text or graphics — for example, page numbers, the date, a company logo, the document's title or file name, or the author's name — that are usually printed at the top or bottom of each page in a document.

A **header** is printed in the top margin; a **footer** is printed in the bottom margin. You can use the same header and footer throughout a document or **change the header and footer** for parts of the document. For example, use a unique header or footer on the first page, or leave the header or footer off the first page. You can also use different headers and footers on odd and even pages or for part of a document, by creating sections within your document.

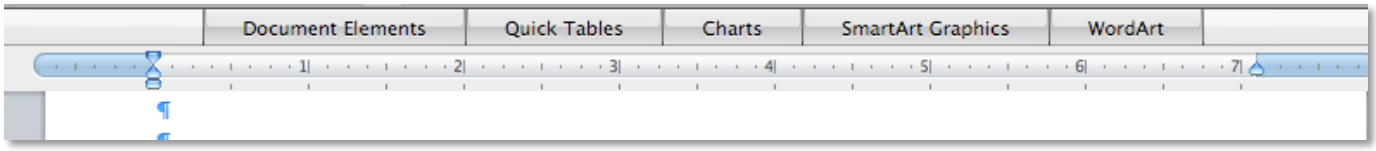
Select **View** -> **Header and Footer** to bring up the Header and Footer set up dialog window.



Microsoft Word 2008 has a handy new **Elements Gallery** (just below the Toolbar) that includes helpers for **Document Elements, Quick Tables, Charts, Smart/Art Graphics** and **WordArt.** Check out the **Document Elements > Header** to select a desired format from the thumbnail collection presented:

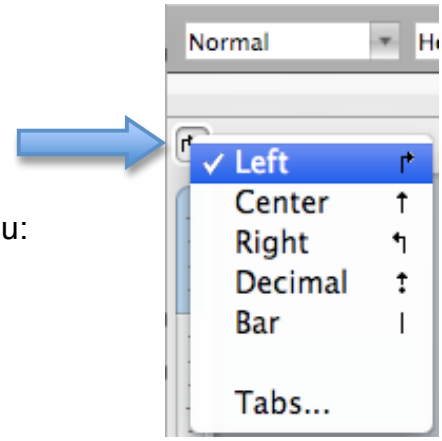


The **Ruler bar** (visible at the top of a document) indicates margins, indents and tab settings:

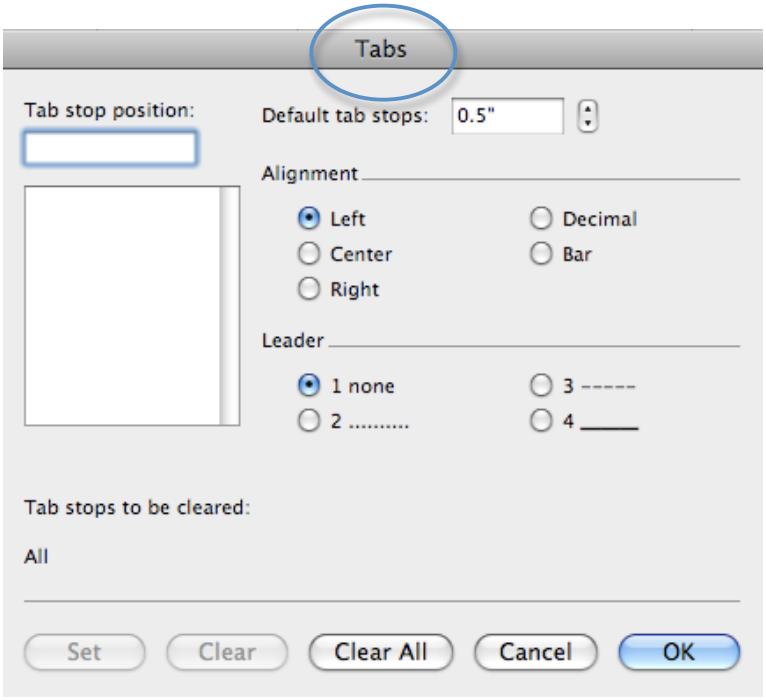


Setting Tabs:

Activate the type of tab desired by clicking in the upper left corner of the ruler, then click on the ruler to set the tab.



You can also set "precise" tabs using the **Format > Tabs** menu:



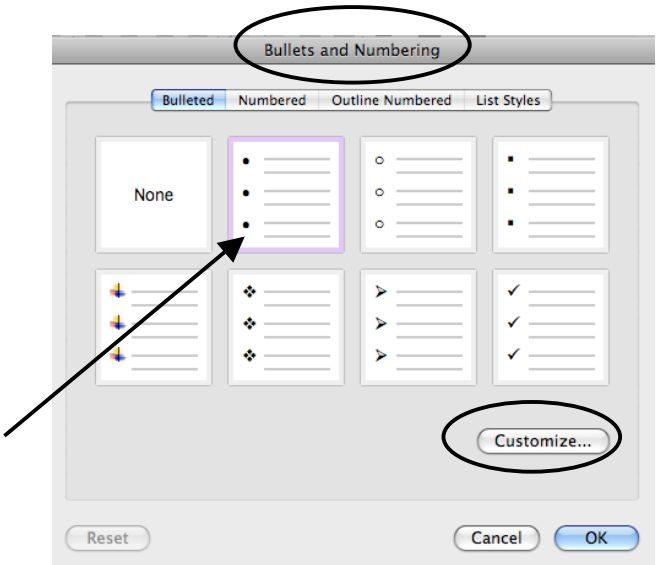
Creating Lists:

There are several types of lists you can create: bulleted lists, numbered lists, or check lists.

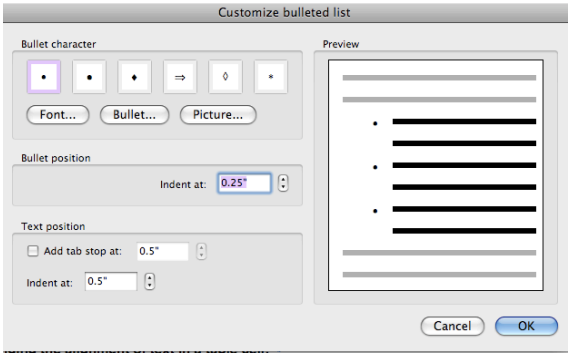
Use the **Bullet** or **Numbering** icons in the **Formatting** tool bar:

Or, from the **Format** menu, select **Bullets and Numbering**:

Click to select a style of bullet or numbered list, then click **Customize.**

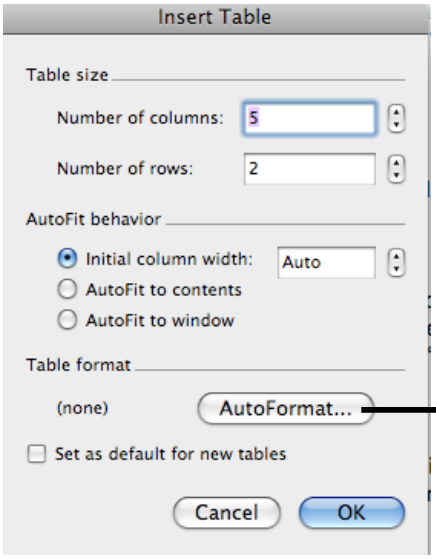


Word has powerful options for customizing lists!

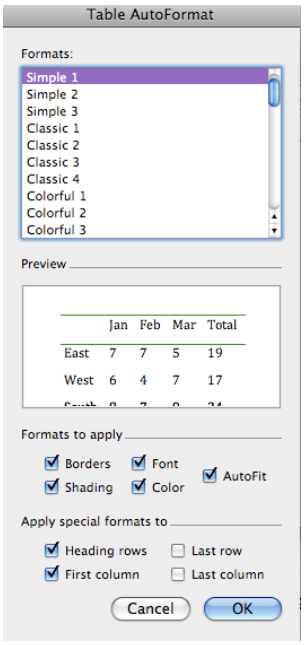


Setting up tables:

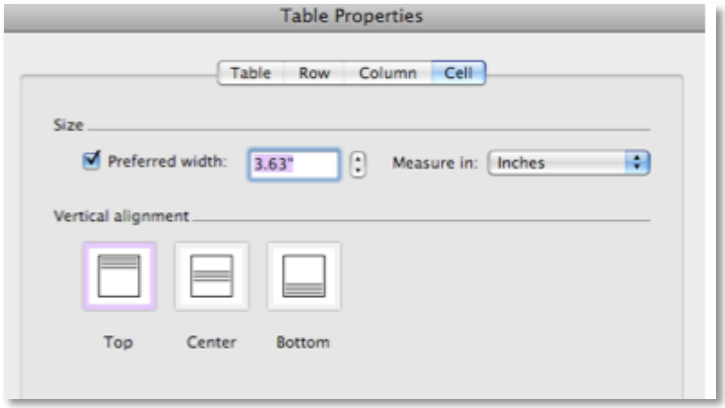
From the **Table** menu, select **Insert > Table:**
Enter the desired rows and columns, and **Auto** for **initial column width:**



Click on the **AutoFormat…** button to choose a pre- set style for your table:

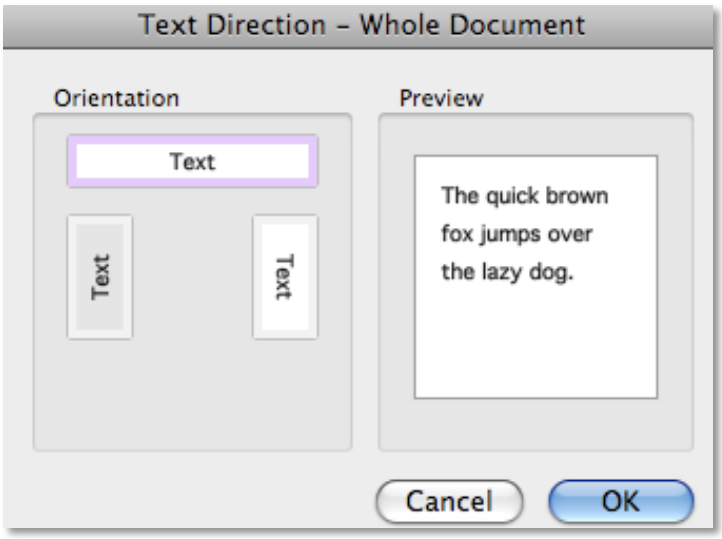


Changing the alignment of text in a table cell:
By default, Word aligns text in a table to the upper left of a cell. You can change the alignment of text in a cell — both the vertical alignment (top, center, or bottom) and the horizontal alignment (left, center, or right). Click into the table cell to be aligned, then use the "**Cell**" tab in the **Table Properties** dialog window from the **Table menu:**

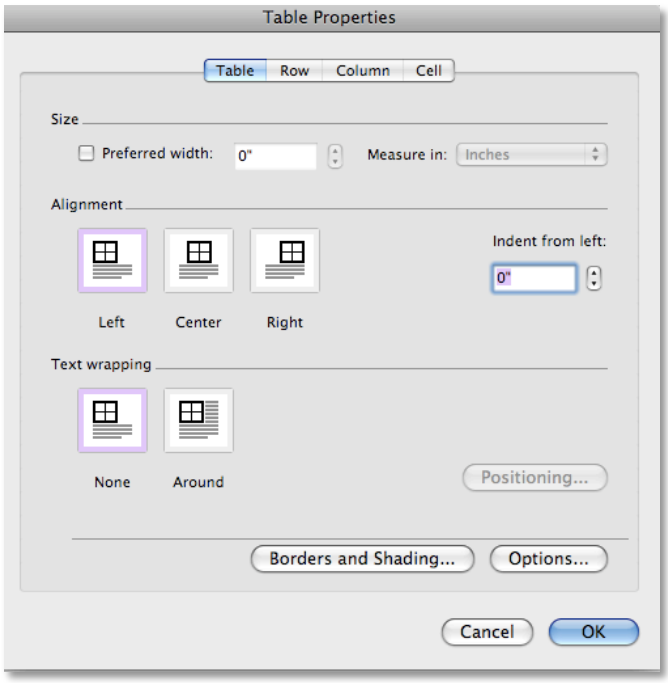


Changing the position of text in a table: You can also change the text orientation so that the text is displayed vertically. **Possible text orientations are:** horizontal, vertical from top to bottom, and vertical from bottom to top

Choose **Text direction** from the **Format** menu:

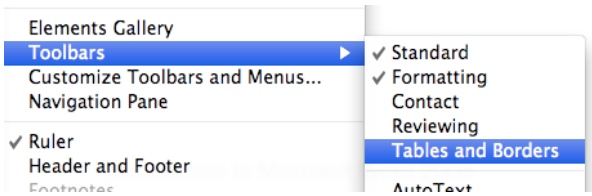


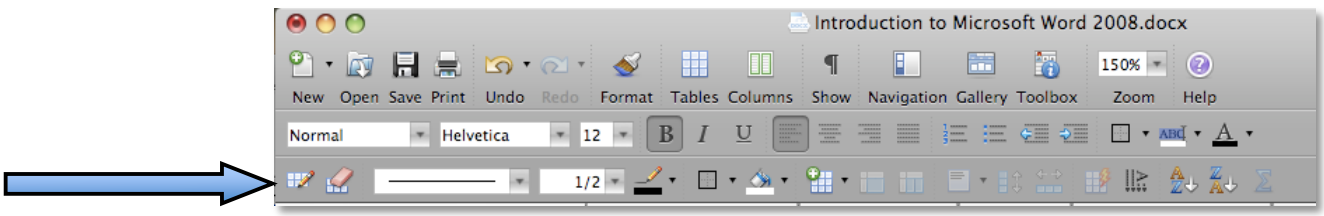
Explore additional **Table Properties:**



Tips for Working With Tables

Try the shortcut buttons on the **Tables and Borders** toolbar. To open select **View** >**Toolbars** > **Tables and Borders**.

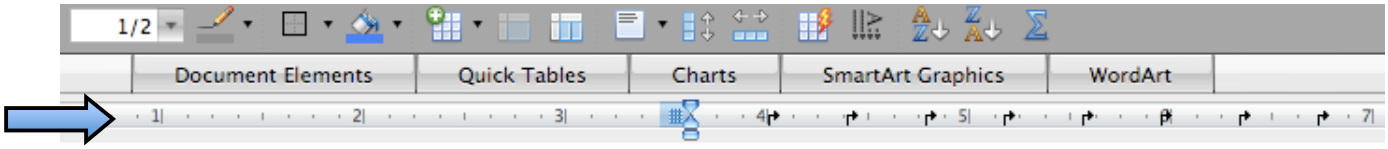




Move around in a table:

To	Press
Move to the next cell	TAB (If the insertion point is in the last cell of a table, pressing TAB adds a new row.)
Move to the preceding cell	SHIFT+TAB
Move to the preceding or next row	UP ARROW or DOWN ARROW
Move to the first cell in the row	CONTROL+HOME
Move to the last cell in the row	CONTROL+END
Move to the first cell in the column	CONTROL+PAGE UP
Move to the last cell in the column	CONTROL+PAGE DOWN
Start a new paragraph	RETURN
Add a new row at the bottom of the table	TAB at the end of the last row
Add text before a table at the beginning of a document	RETURN at the beginning of the first cell

Resize table columns using the ruler:



Press the shortcut key(s) indicated, then drag a marker on the ruler	To
No key	• Retain column sizes to the right • Change table width
SHIFT	• Move a single column line • Retain table width
⌘ + SHIFT	• Equally resize all columns to the right • Retain table width
⌘	• Proportionally resize all columns to the right • Retain table width

- To display a column's measurements in the ruler when you resize it, press **OPTION** with these shortcut keys.

- To finely adjust a column width, turn off snap-to functionality by pressing **OPTION** with the shortcut keys.

Spelling and Grammar:

The spelling and grammar "checker" in Word uses red dotted underlines to indicate possible spelling errors and wavy green underlines to indicate possible grammatical errors.

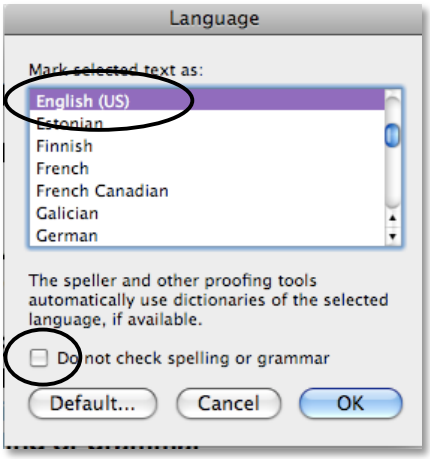
***NOTE:** AppleWorks files that have been converted to Word, do not have "Spelling and Grammar" checking enabled by default, but it can be enabled:*

1. From the **Edit** menu choose "**Select All**" *(Important! This will not work unless you first select all the text in the document.)*

2. From the **Tools** menu, select **Language.**

3. Be sure the **English (US)** dictionary is highlighted.

4. Uncheck "**Do not check spelling or grammar."** Click **OK**.



Microsoft Word provides several ways to check spelling and grammar. Specific options can be set in the **Word > Preferences > Spelling and Grammar:**

- **Automatically check spelling and grammar as you type.** As you type, the spelling and grammar checkers check the text, and then mark possible errors with wavy underlines. Hold down **ctrl** and click on a word with an under underline to correct a word. (If you find the wavy underlines distracting, you can temporarily hide the underlines until you're ready to make correction by selecting: **Hide spelling errors in this document).**

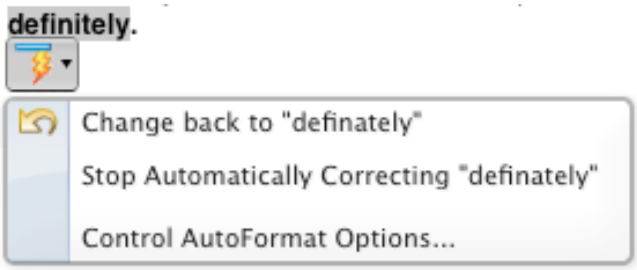
- From the **Tools** menu, click **Spelling and Grammar** to check for spelling and grammatical errors all at once, and then confirm each correction. This method is useful if you want to postpone proofing a document until after you finish editing it.

- The **AutoCorrect** feature automatically fixes spelling errors without having to confirm each correction. **AutoCorrect** provides options for correcting three common types of errors: capitalization, typos, and spelling. For example, if you type **definately** and then type a space or other punctuation, **AutoCorrect** replaces it with "**definitely**." **AutoCorrect** can make corrections that are generated by the spelling checker's main dictionary, and by a list of built-in **AutoCorrect** entries. You can easily add your own **AutoCorrect** entries or remove unwanted one. Select **Tools > AutoCorrect …**

AutoCorrect Options button

The **AutoCorrect Options** button appears near text right after an error is corrected to undo the correction. The button first appears as a small, blue indicator beneath the text, when you rest the mouse pointer near text that has automatically been corrected.

You can turn **AutoCorrect** options on or off by clicking the **AutoCorrect Options** button when it appears after an automatic correction is made. Otherwise, when **AutoCorrect** makes an unwanted correction, click **Undo** on the **Standard** toolbar, or press the **delete** key to remove the entire correction and retype the word. **AutoCorrect** automatically adds the correction to an "exceptions list" and won't make the same correction again. You can also manually add corrections to the exceptions list.

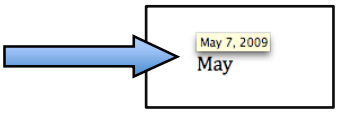


Automatically Entering Information

1. Practice adding AutoText entries to your document, and adding your own items to the AutoText list.

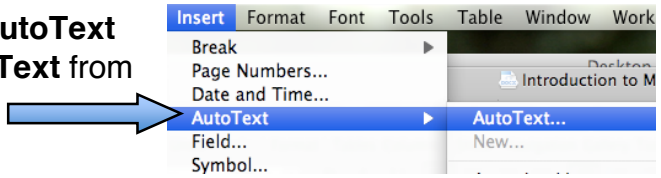
2. In Word, choose **New Blank Document** from the **File** menu.

3. Slowly begin to type the month. Notice the small yellow **AutoText** box that appears, containing today's date.



4. Press the **return** key to add the date to your document.

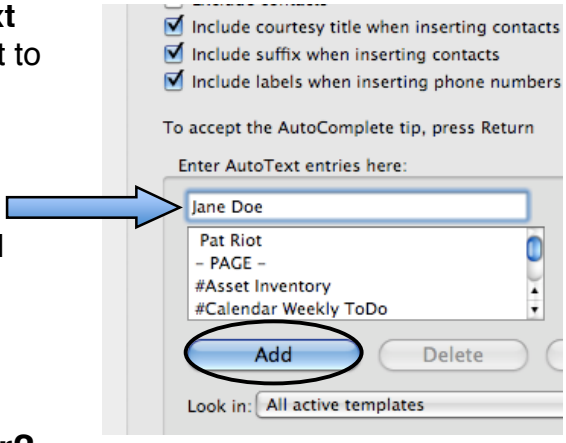
5. To add your own **AutoText** entries, choose **AutoText** from the **Insert** menu, and then choose **AutoText** from the submenu that appears.



6. Click the **AutoText tab,** and in the "**Enter AutoText entries here**" field, type a word or phrase you want to add to the list. Then click the **Add** button.

7. When you're done adding items, click **OK.**

8. Slowly type the word or phrase you just added, and watch it appear in the small yellow **AutoText** box. Press the **return** key to add it to your document.

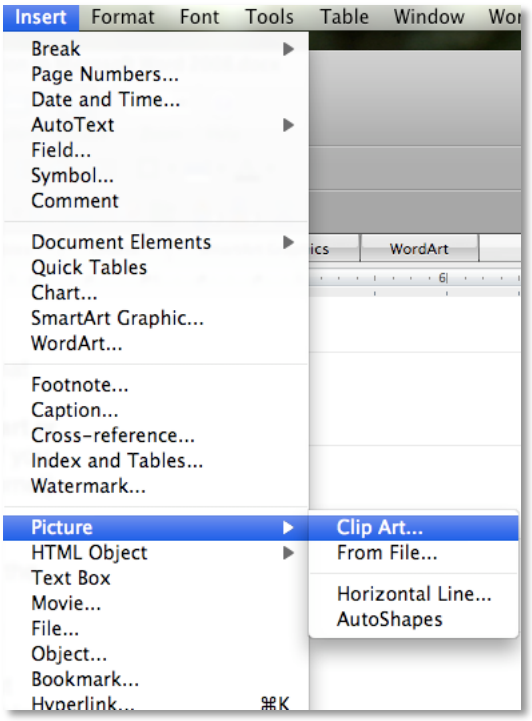


What if I don't want AutoText entries to appear?

Choose **AutoCorrect** from the **Tools** menu to access the complete set of **AutoText options**. In the **AutoText tab**, select the entries you want to remove, and then click the **delete** button. The word or phrase will no longer appear in a yellow box as you begin to type it.

Working with Drawing / Graphics

Adding Graphics:
There are two basic types of graphics that you can use to enhance Microsoft Word documents: **drawing objects** and **clipart** or **pictures** from a file (such as a .jpg file you have taken or downloaded from the Internet).

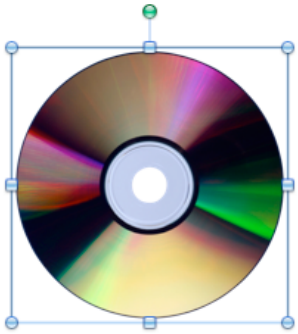


To add a picture:

- Place your cursor where you would like the picture to be located.
- Select **Insert > Picture** and choose an option to locate a graphic.

Clip Art holds a number of graphics, and can also link you to Microsoft's searchable Online Library!

By default, graphics are inserted “inline” with text at the location of your cursor:

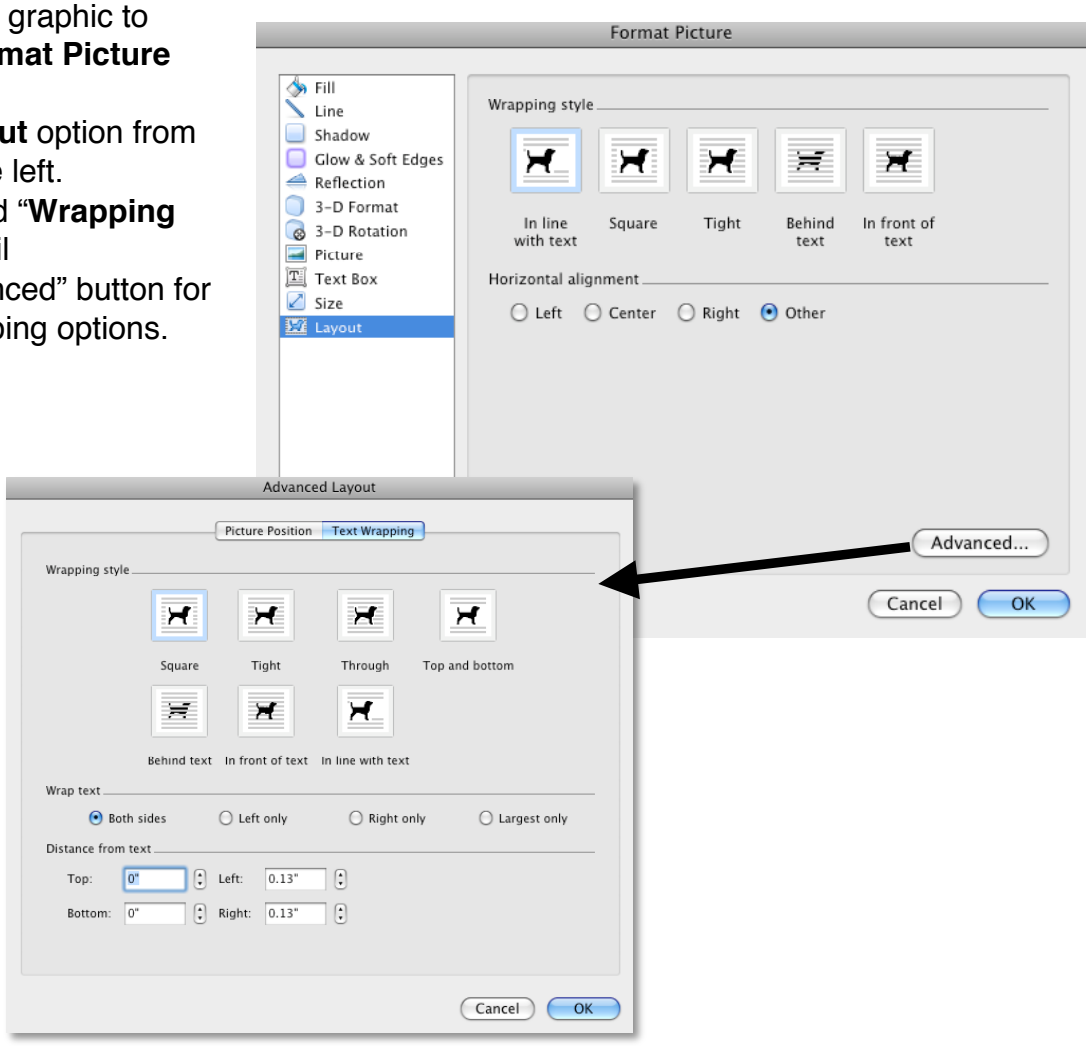


To resize a graphic:

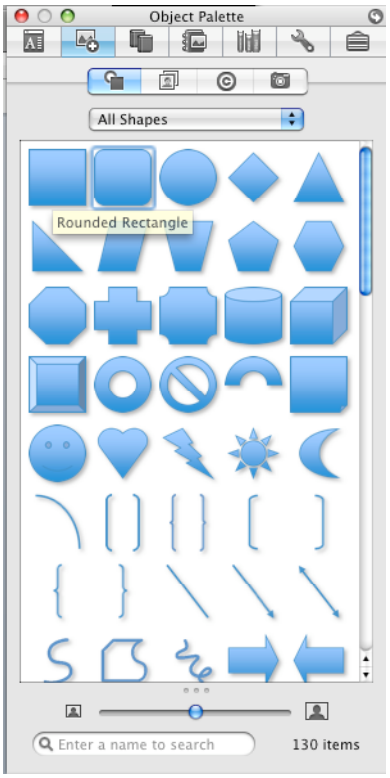
- Click and drag on any “handle” (small points on the tops, sides and corners) to resize the graphic. Use “corner” handles to constrain proportion. Dragging either the top or side handles may distort the graphic.
- Double-click the graphic for more options, or use the **Formatting Palette!**

Graphics can also “float over the text” or have text wrapped around it, instead of being “inline”

- Double-click the graphic to activate the **Format Picture** dialog window.
- Select the **Layout** option from the menu on the left.
- Click the desired “**Wrapping style”** thumbnail
- Click the “Advanced” button for additional wrapping options.



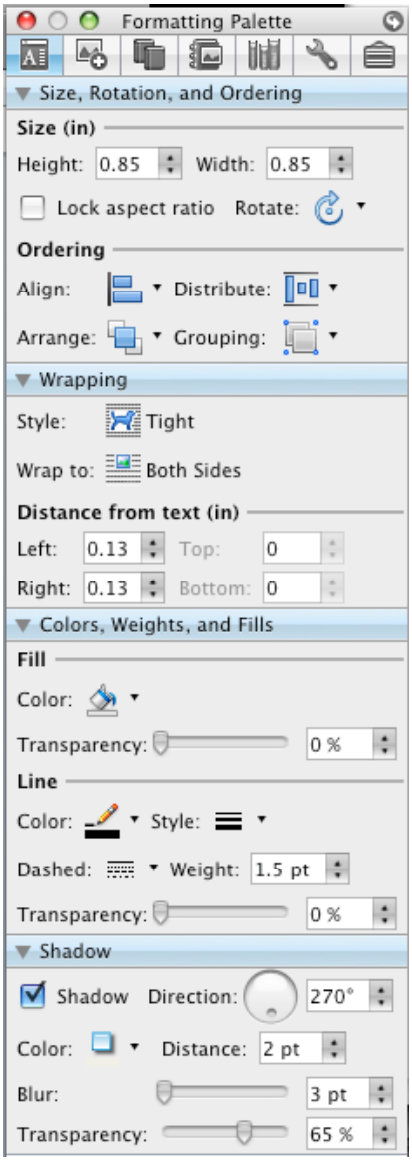
Drawing and Managing your own Graphics



To add a shape

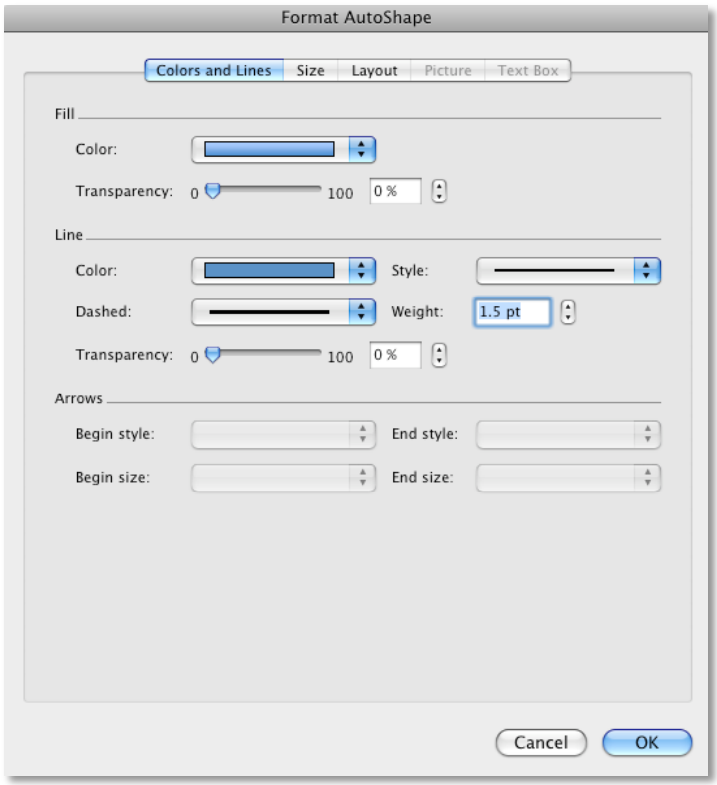
- From the **View** menu, select **Object Palette**.
- Click **Shapes**, then from the pop-up menu, select **All Shapes**.
- Click to select a desired shape.
- In your document, click drag the cursor to the size that you want for the shape.
  Tip: *To keep the shape's height and width proportional, hold down* ***shift*** *key as you drag the cursor.*

- **Note:** "Text wrap" is on by default for shapes that you draw.
- Shapes are colored with a blue gradient fill and have a "shadow" applied.



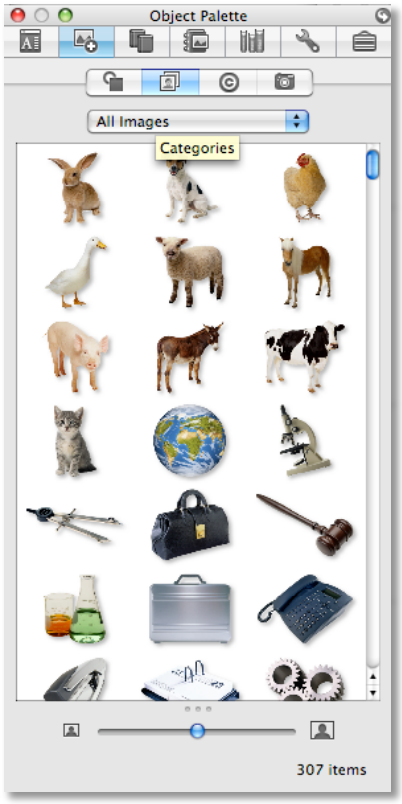
Format a shape

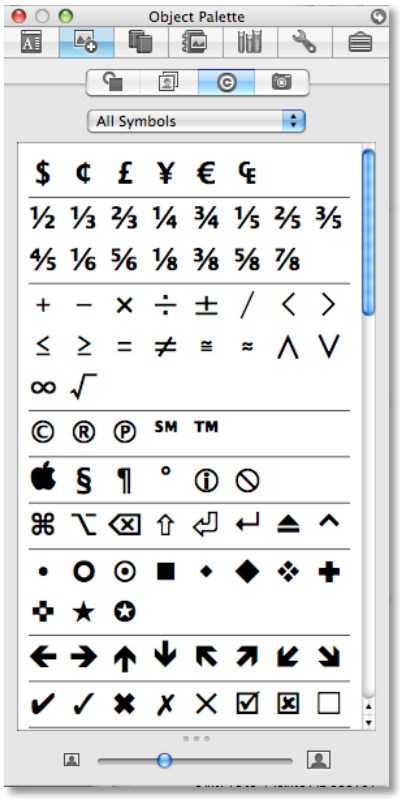
- Click to select the shape.
- From the **View** menu, select **Formatting Palette**.
- Use the options and controls on the **Formatting Palette** to make changes desired.
  Tip: For more formatting options, double-click the shape to activate the **Format Auto Shape** dialog window:

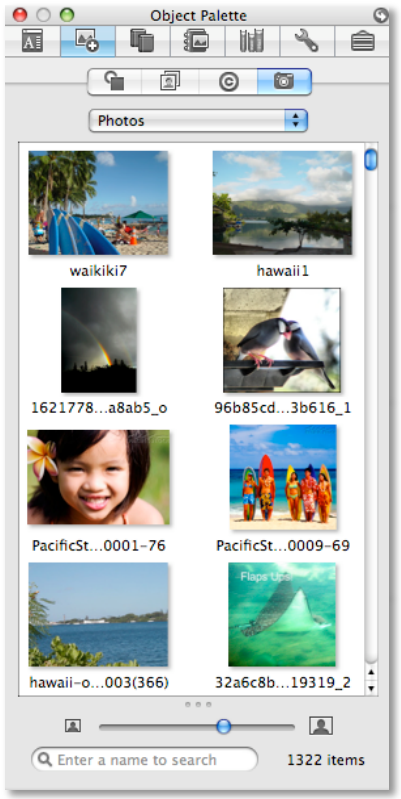


New for Microsoft Office 2008!

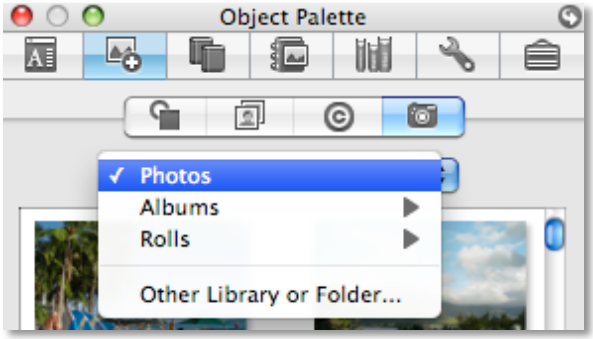
The **Object Palette** also includes **Images**, **Symbols** and **Photos** options.





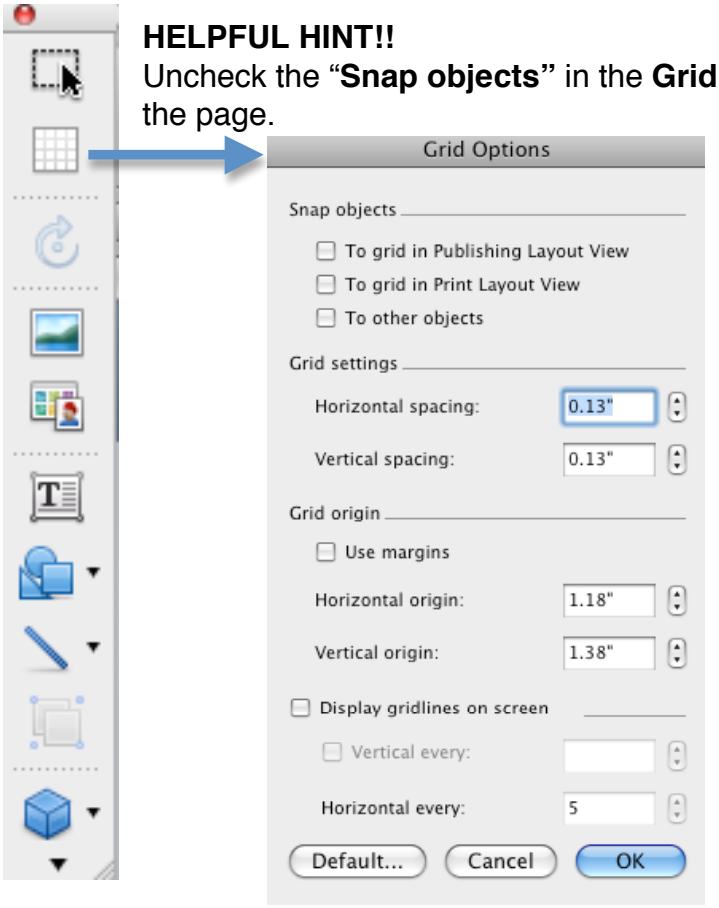


Photos displays images contained in your iPhoto Library. Select from all images, or narrow your choices by Album, Rolls, etc.



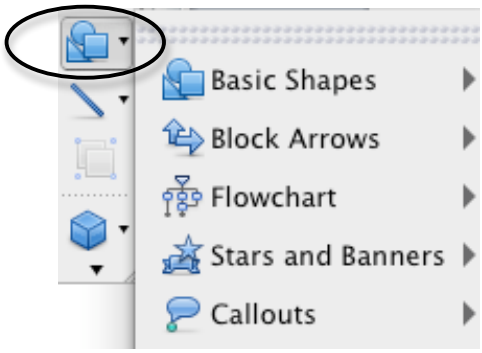
Additional Drawing objects include **AutoShapes** and **Lines**. Use the **Drawing** toolbar for quick access to drawing objects.

From the **View** menu, select **Toolbars** and "activate" the **Drawing** toolbar:



HELPFUL HINT!!
Uncheck the "**Snap objects"** in the **Grid Options** to precisely "nudge" a graphic on the page.

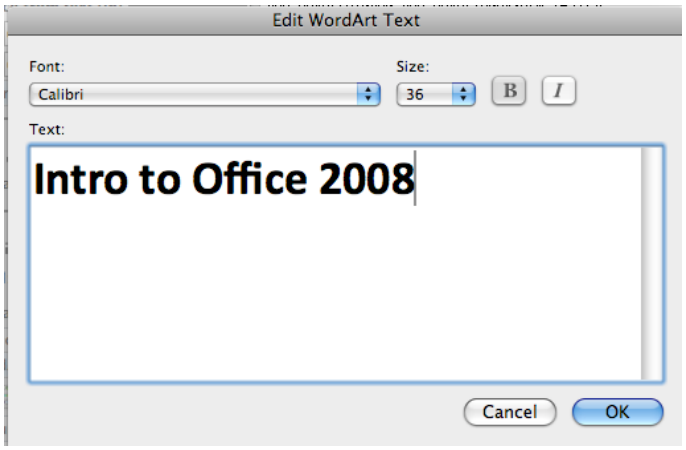
When the drawing tools are active, there are several layers of sub-menus available, indicated by the small pull-down arrow.



Adding WordArt:
Special Word Art effects can be created quickly and easily using the **Insert > WordArt** menu, or by clicking the **WordArt** button on the new **Elements Gallery:**

Choose a preset style from the **WordArt gallery**, or create custom color, shadow, and alignment effect.

- Select a style from the **Gallery**
- Double-click the "Your Text Here" object to enter text.



- When a WordArt object is selected, the **WordArt toolbar** in the **Formatting Palette** provides access to shapes, colors, and other customizing options:

Notes: