



# Microsoft 2003 Word Basics - Technical Writing

## Technical Writing

### What is Technical Writing?

Technical writing is a writing style for the purpose of giving directions appropriate for a defined audience.

### Examples:

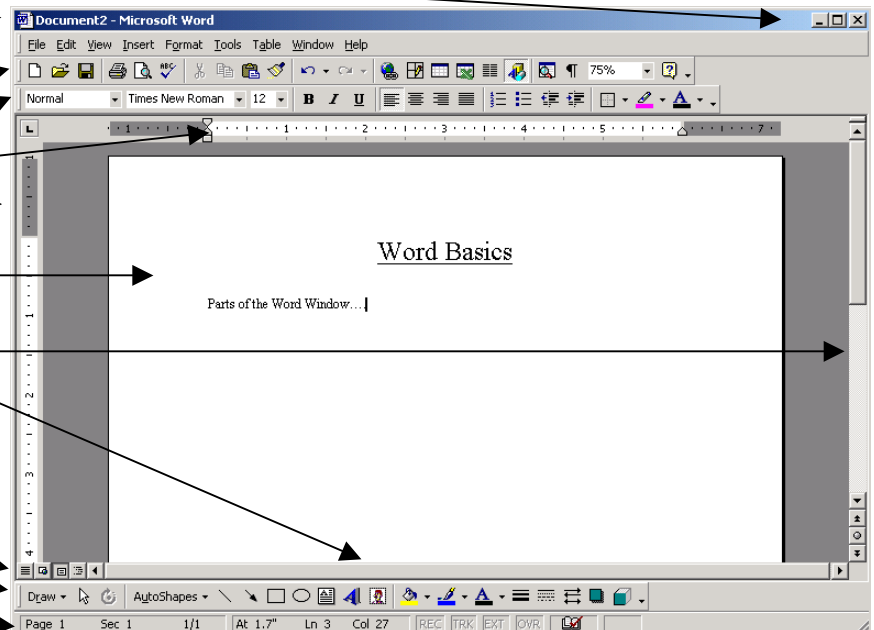
Directions could be written to create a “how to” guide to explain:

- Inserting clip art
- Using a software program to create a document, spreadsheet or presentation
- Using the right click options of the mouse
- Using a digital camera and inserting pictures or video clips from the camera

## Word Basics

### Parts of the Word Window

- Minimize, Maximize, Close
- Title Bar
- Menu Bar
- \*Standard Tool Bar
- \*Formatting Tool Bar
- Horizontal Ruler
- Vertical Ruler
- Document Window
- Vertical Scroll Bar
- Horizontal Scroll Bar
- View Buttons
- \*Draw Tool Bar
- Status Bar

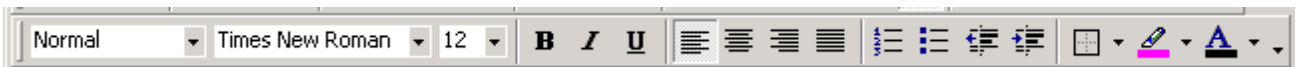
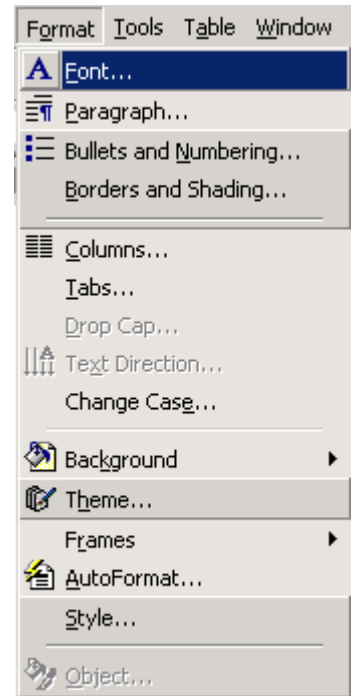


### Adding Toolbars

1. Right Click at the end of the Menu Bar – A list of available options will appear  
Select and Left Click the option needed, **or**
1. Tools...Customize...Toolbars...Commands...Options. **or**
2. View...Toolbars...check the desired toolbar.

## Format Menu

- Font
- Paragraph (indents and spacing)
- Bullets and Numbering (styles)
- Borders and Shading
- Columns (change number of columns)
- Tabs (default tab stops, clear all tabs)
- Drop cap (beginning a paragraph with a large initial letter)
- Text Direction (changes the direction of typing)
- Change Case (upper case, lower case, title case, sentence case, toggle case)
- Background (color, pattern) – **Doesn't print.**
- Theme (applies a template for background and font) – **Doesn't print**
- Frames (creating table of contents)
- AutoFormat (style checker for entire document)
- Styles and Formatting (choose from a list of available styles)
- Reveal Formatting
- Object/Picture (used for formatting a shape or picture)



## Format Toolbar

1. Style, Font, Size, **B**old, *I*talics, Underline
2. Align Left, Center, Align ,Right, Justify,
3. Numbering, Bullets
4. Decrease Indent, Increase Indent
5. **B**orders,
6. **H**ighlight
7. Font Color



## Standard Toolbar

- New Document
- Open
- Save
- Print
- Print Preview
- Spelling and Grammar Check

## Cut, Copy, Paste:

- **Cut-** used to move text
  - **Select Text**
  - Click on the scissor icon or Edit...cut or <cntrl+X>
  - The text will *disappear*.

- Place cursor where the text needs to *reappear*.
- Click on the **Paste** icon or Edit...paste or <cntrl+V>
- The text will appear.



### ▪ **Copy-used to duplicate text**

#### **Select Text**

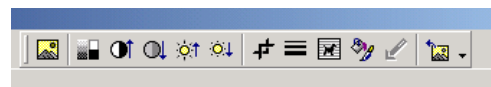
- Click on the duplicate paper icon /copy icon or Edit...copy or <cntrl+C>
- The text will be placed on the virtual clipboard. (It will not *disappear*.)
- Place cursor where the text needs to *appear*.
- Click on the **Paste** icon or Edit...paste or <cntrl+V>
- The text will appear.
- Format Painter
- Undo
- Redo
- Insert Hyperlink (websites, link to other documents)
- Tables and Borders
- Insert Tables
- Insert Excel Worksheet (spreadsheets and graphs)
- Columns (drag to choose number of columns)
- Drawing
- Document Map (outlines document so you can skip to parts)
- Show/hide Paragraph Marks
- Zoom
- Microsoft Word Help

## **Insert Clip Art**

- Click Insert, Pictures, Clip Art from the Menu Bar
  - Search for graphic type
  - Right click picture, click Insert to put the clip art in your document
- Click Clip art on Office Online to go to Microsoft Clip Art Gallery Online

## **Format Picture**

Click picture. If the Format Picture toolbar does not appear, click View, Toolbars, Picture to get the toolbar.

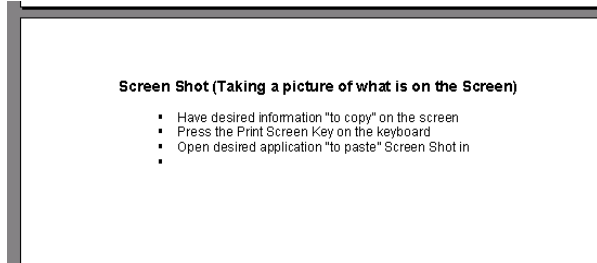


- Insert new picture
- Image control (automatic, grayscale, black and white, watermark)
- Contrast and Brightness
- Crop
- Line style (around graphic)
- Compress Picture
- Text Wrapping: click the picture and click the Text Wrapping Icon (picture of the dog) can also specify text in front of or behind picture.
  - Tight [absolute positioning]
- Format Picture: colors, lines, size, etc.

- Set transparent color (erase background)
- Reset picture (undo all changes to graphic)

## Screen Shot (Taking a picture of what is on the Screen)

- Have desired information “to copy” on the screen
- Press the Print Screen key on the keyboard
- Open desired application “to paste” Screen Shot in
- Select Edit...Paste
- Click on the Screen Shot
- Use the Format Picture tools to edit




## Open Microsoft Word

1. File New....View templates and Wizards available
2. Make selection of document to create.  
<Blank Document by default >
3. Begin typing document.

## Saving Documents

File ...Save As.

- Locate where the document should be saved: **Saved in:**
- Type in a File name.
- Click Save.

\*Quick Save...click on the disk icon  or press <ctrl-s>\*\*

## Print Preview

File...

- Print Preview or
- to view what printed document will look like.

To change page setup:

- File
- Page Setup

## Print Document

File... Print.

- Select the printer.
- Select Print range.
- Select number of copies.
- Click OK.
- \*\*Printer icon will send to your Default printer.\*\* 