

Getting Started

Microsoft Word is a word processing tool that you will likely use on a daily basis. Understanding the basic features and functions of Word will allow you to be more productive and efficient in your work.

Document Title: Displays the title of the document currently being viewed.

Standard Toolbar: Illustrates the most commonly used Microsoft Word features.

Formatting Toolbar: Illustrates the Microsoft Word formatting features.

Ribbon: Shows the most recent features and available through Document.

Help Menu: Used to view operations already taught.

Task Pane: Shows and hides various tasks like New Document, Open, and Save, and performs tasks with one click.

Document Window Options: Use these features to manage the size and viewing of your document.

Page Layout Features: Show your document in Normal, Web, Print, Outline or Reading Layout.

Standard Toolbar



Description	Shortcut Keys
1. New Document	Ctrl+N
2. Open Document	Ctrl+O
3. Save this Document	Ctrl+S
4. Print Document	None
5. Print Document	None
6. Print Document	None
7. Print Document	None
8. Print Document	None
9. Print Document	None
10. Print Document	None
11. Print Document	None
12. Print Document	None
13. Print Document	None
14. Print Document	None
15. Print Document	None

Formatting Toolbar



Description	Shortcut Keys
1. Styles and Formatting	Format/Styles and Formatting
2. Bold	None
3. Italic	Ctrl+I
4. Underline	Ctrl+U
5. Bullets	None
6. Numbering	None
7. Left Margin	None
8. Center Margin	None
9. Right Margin	None
10. Full Width	None
11. Paragraph Spacing	Format/Paragraph/Line Spacing
12. Bullets and Numbering	Format/Bullets and Numbering
13. Bullets and Numbering	Format/Bullets and Numbering
14. Bullets and Numbering	Format/Bullets and Numbering

Customizing your Microsoft Word Toolbar

To customize your toolbar so that it reflects your most used and needed functions, select **View/Toolbars/Customize**, click the **Commands** tab, and drag and drop the desired icons between the toolbar and the **Customize** window. Click **Close** when finished.

Creating a Custom Short-cut Key

You can assign a shortcut key to a command (such as **File/AutoCorrect**), or a rarely used symbol. To create a custom short-cut key:

1. Select **Tools/Customize/Keyboard**.
2. In the **Categories** box, click the category that contains the desired command.
3. In the **Commands** box, to the right, click the name of the command or other item.
4. In the **Press new shortcut key** box, type the shortcut key combination you want to assign. Note: The new shortcut key must be a combination of one or two letters (such as **Alt+V**) or a combination of one letter and a number (such as **Ctrl+4**).

Microsoft Word 2003 Quick Reference Guide

Jeff Strong, Carol MacHendrie



Microsoft Word 2003 Quick Reference Guide

What's New in Microsoft Office 2003 (from 97) Quick Reference Guide Beezix, Inc Staff, 2007-03 Laminated quick reference guide showing instructions for the new features of Microsoft Office 2003 for Word Excel and PowerPoint as well as features common to all the Office products for users upgrading from Office 97 Topics include Word Excel PowerPoint Task Panes Personalized Menus and Toolbars The Research Task Pane Improved Copy and Paste Improved AutoCorrect Improved Clip Art Using Templates Hyperlinks Creating Org Charts Searching for Files and Web Pages Smart Tags Compare and Merge and Features Removed Word Reading Layout Thumbnails Formatting and Editing Restrictions Selecting Non Contiguous Areas Hide Space in Print Layout View Editing Changes Improved Table Menu Comparing Documents Side by Side The Styles and Formatting Task Pane Improved Mail Merge Improved Change Tracking Notable Menu Command Changes Excel Improved AutoSum Tool Improved Paste Tool Many New List Features PowerPoint Different Startup Normal View Numbered Lists Package for CD Photo Album Meeting Minder Removed Improved Print Preview Improved Grid Accessing the Title Master Notable Menu Command Changes This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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Easy Microsoft Office Word 2003 Heidi Steele, 2003 Comprised of

short easy to follow tasks this book shows the reader how to accomplish basic Word tasks quickly and efficiently

Microsoft Office Word 2003, Illustrated Brief, CourseCard Edition Jennifer A. Duffy, Jennifer Duffy, 2005-03 Part of the Illustrated series this text offers a visual flexible way to build Microsoft Word 2003 skills **The Unofficial Guide to Microsoft Office Word 2007** David J. Clark, 2008-02-11 The inside scoop for when you want more than the official line Microsoft Office Word 2007 may be the top word processor but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Word in the real world How do you use the new Ribbon What s the best way to add pictures From deciphering fonts to doing mass mailings first get the official way then the best way from an expert Unbiased coverage on how to get the most out of Word 2007 from applying templates and styles to using new collaboration tools Savvy real world advice on creating document for the Web saving time with macros and punching up docs with SmartArt Time saving techniques and practical guidance on working around Word quirks avoiding pitfalls and increasing your productivity Tips and hacks on how to customize keyboard shortcuts how to embed fonts and quick ways to get to Help Sidebars and tables on TrueType versus Printer fonts World 2007 View modes and tabs in Word 2007 Watch for these graphic icons in every chapter to guide you to specific practical information Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid common pitfalls And finally check out the Inside Scoops for practical insights from the author It s like having your own expert at your side **Open Learning Guide for Word 2003 Introductory** Cia Training Ltd Staff, 2004-05 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of Word documents The accompanying data files are designed to help demonstrate the features you are learning as you work through the manual using a step by step approach *Microsoft Office Word 2003 Step by Step* Online Training Solutions (Firm), 2003 Experience learning made easy and quickly teach yourself how to use the word processing power in Word 2003 With STEP BY STEP you can take just the lessons you need or work from cover to cover Either way you drive the instruction building and practicing the skills you need just when you need them Turn your ideas into impressive documents from memos and form letters to Web pages and complex reports Learn easy formatting techniques that add impact to your communications Embellish text with pictures animations drawings and other effects Share documents for review with greater control over revisions and changes Organize your information with diagrams tables and charts Prepare for the Microsoft Office Specialist exam Practice your skills using the files on CD Your Microsoft Office System Reference Pack on CD includes Twenty five templates straight from the Microsoft Office team Microsoft Office System Quick Reference eBook Insider s Guide to Microsoft Office OneNote 2003 eBook describes new notetaking features in Office Microsoft Computer Dictionary Fifth Edition eBook 10 000 entries Introducing the Tablet PC eBook Complete STEP BY STEP eBook Skill building practice files For customers who purchase an

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Logic For Dummies Mark Zegarelli,2006-11-29 A straightforward guide to logic concepts Logic concepts are more mainstream than you may realize There's logic every place you look and in almost everything you do from deciding which shirt to buy to asking your boss for a raise and even to watching television where themes of such shows as CSI and Numbers incorporate a variety of logistical studies Logic For Dummies explains a vast array of logical concepts and processes in easy to understand language that make everything clear to you whether you're a college student or a student of life You'll find out about Formal Logic Syllogisms Constructing proofs and refutations Propositional and predicate logic Modal and fuzzy logic Symbolic logic Deductive and inductive reasoning Logic For Dummies tracks an introductory logic course at the college level Concrete real world examples help you understand each concept you encounter while fully worked out proofs and fun logic problems encourage you students to apply what you've learned

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Quick Start Reference Guide for MicroStrategy 9.5 MicroStrategy Product Manuals, MicroStrategy, 2015-02-01. The Quick Start Reference Guide provides an overview of the installation and evaluation process and additional resources.

Windows Server 2003 For Dummies Ed Tittel, James Michael Stewart, 2011-03-16. Die Neuauflage der Vorgängerversion *Windows 2000 Server* ein Bestseller mit über einer Million verkaufter Exemplare. *Windows NET Server For Dummies* erscheint in Verbindung mit der neuen *Windows NET Server* Release die Microsoft im Mai 2002 auf den Markt bringt. Ein praktischer Leitfaden der insbesondere Neulingen auf dem Gebiet der Netzwerk- und Servertechnik genau erklärt wie man den *Windows NET Server* nutzt. Behandelt werden alle wichtigen Features und Updates der neuen Version wie z. B. *Microsoft NET Framework Active Directory* mit seinem neuen *Drag and Drop Object Management Internet Information Server* und *Microsoft Management Console*. Hier erhalten Sie alle Informationen die Sie brauchen um mit einem *Windows NET* serverbasierten Netzwerk klar zu kommen: grundlegende Netzwerkkonzepte und Terminologie zu verstehen, Netzwerkdesign und Layoutprinzipien zu begreifen, *Windows NET Server* zu installieren und zu konfigurieren, *User Management* und *Netzwerksicherheit* umzusetzen. Ed Tittel ist ein erfahrener Trainer und Autor von über 20 *Dummies* Titeln mit einer Gesamtauflage von über einer Million Exemplaren. Darüber hinaus hat er Hunderte von Artikeln für Fachmagazine geschrieben und an über 110 Computermagazinen mitgearbeitet.

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Quick Start Reference Guide for MicroStrategy 9.3 MicroStrategy Product Manuals, MicroStrategy, 2012-09-30

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[What's New in Microsoft Office 2007 \(from 2003\) Quick Reference Guide \(Cheat Sheet of New Features and Instructions - Laminated Ca](#) Beezix, Inc Staff,2007-01-31 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2007 for Word Excel and PowerPoint Also includes a command reference for each product showing Office 2003 commands and their 2007 equivalents Topics include Office The Ribbon The Office Button The Quick Access Toolbar Status Bar Mini Toolbar Using Themes to Format a Document SmartArt Shape Styles Showing the Developer Tab Saving as PDF Emailing a PDF Compatibility with Previous Versions New File Formats Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Creating and Using Quick Styles Displaying the Styles Pane Using the Apply Styles Window The Style Inspector Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part Using Cover Page Building Blocks Adding a Watermark Building Block The Reviewing Pane Tracking Moved Text Improved Compare and Combine Features No Longer Available New Word File Types Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Changes to Excel Tables Lists Enhanced Filtering Structured References in Excel Tables New Conditional Formatting Conditional Formatting Rules Manager Sorting by Icon Cell Color or Font Color Changes to PivotTables New Excel File Types PowerPoint The Selection and Visibility Pane Converting to SmartArt Adding Placeholders to a Slide Master Resetting Placeholders Adding a Customized Layout Converting a Shape to

Freeform Improvements to Gradients Background Styles New or Changed Text Features Text Wrapping Text Direction Columns Selecting Separate Areas of Text Indents New PowerPoint File Types Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Word 2003 Straight to the Point** ENI Publishing, France, 2004-10 This is a quick to use guide to all the features of the 2003 version of Microsoft's world renowned word processor documents managing text printing frames and pictures graphics and charts styles and templates outlines tables of contents and indexes forms and mail merges macros and creating web pages

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