

*The quick and easy way to
make Word work for you*

Microsoft® Office

Word 2003

FOR
DUMMIES®

***A Reference
for the
Rest of Us!***®

FREE eTips at dummies.com®

Dan Gookin

*Bestselling author of PCs For Dummies,
9th Edition*

***Packed with
timesaving tips,
tricks, and
shortcuts***



Word 2003

FOR

DUMMIES®

Word 2003
FOR
DUMMIES®

by Dan Gookin



WILEY

Wiley Publishing, Inc.

Word 2003 For Dummies®

Published by
Wiley Publishing, Inc.
111 River Street
Hoboken, NJ 07030
www.wiley.com

Copyright © 2003 by Wiley Publishing, Inc., Indianapolis, Indiana

Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8700. Requests to the Publisher for permission should be addressed to the Legal Department, Wiley Publishing, Inc., 10475 Crosspoint Blvd., Indianapolis, IN 46256, (317) 572-3447, fax (317) 572-4447, e-mail: permcoordinator@wiley.com.

Trademarks: Wiley, the Wiley Publishing logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates. All other trademarks are the property of their respective owners. Wiley Publishing, Inc., is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: WHILE THE PUBLISHER AND AUTHOR HAVE USED THEIR BEST EFFORTS IN PREPARING THIS BOOK, THEY MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS BOOK AND SPECIFICALLY DISCLAIM ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES REPRESENTATIVES OR WRITTEN SALES MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR YOUR SITUATION. YOU SHOULD CONSULT WITH A PROFESSIONAL WHERE APPROPRIATE. NEITHER THE PUBLISHER NOR AUTHOR SHALL BE LIABLE FOR ANY LOSS OF PROFIT OR ANY OTHER COMMERCIAL DAMAGES, INCLUDING BUT NOT LIMITED TO SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR OTHER DAMAGES.

For general information on our other products and services or to obtain technical support, please contact our Customer Care Department within the U.S. at 800-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books.

Library of Congress Control Number: 2003101906

ISBN: 0-7645-3982-5

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2

10/RX/QZ/QT/IN



WILEY is a trademark of Wiley Publishing, Inc.

About the Author

Dan Gookin has been writing about technology for 20 years. He's contributed articles to numerous high-tech magazines and written over 90 books on personal computing technology, many of them accurate.

Dan combines his love of writing with his interest in technology to create books that are informative, entertaining, and yet not boring. Having sold more than 14 million titles translated into over 30 languages, Dan can attest that his method of crafting computer tomes does seem to work.

Perhaps his most famous title is the original *DOS For Dummies*, published in 1991. It became the world's fastest-selling computer book, at one time moving more copies per week than the New York Times #1 bestseller (though as a reference, it could not be listed on the NYT Bestseller list). From that book spawned the entire line of *For Dummies* books, which remains a publishing phenomena to this day.

Dan's most recent titles include *PCs For Dummies, 9th Edition*; *Buying a Computer For Dummies, 2004 Edition*; *Troubleshooting Your PC For Dummies*; *Dan Gookin's Naked Windows® XP*; and *Dan Gookin's Naked Office*. He also publishes a free weekly computer newsletter, the "Weekly Wambooli Salad," full of tips, how-tos, and computer news. He also maintains the vast and helpful Web page, www.wambooli.com.

Dan holds a degree in Communications/Visual Arts from the University of California, San Diego. Presently he lives in the Pacific Northwest, where he enjoys spending time with his four boys in the gentle woods of Idaho.

Publisher's Acknowledgments

We're proud of this book; please send us your comments through our online registration form located at www.dummies.com/register/.

Some of the people who helped bring this book to market include the following:

Acquisitions, Editorial, and Media Development

Project Editor: Paul Levesque

Acquisitions Editor: Greg Croy

Copy Editor: Kim Darosett

Technical Editor: Herb Tyson

Editorial Managers: Leah Cameron,
Kevin Kirschner

Editorial Assistant: Amanda Foxworth

Cartoons: Rich Tennant
(www.the5thwave.com)

Production

Project Coordinator: Regina Snyder

Layout and Graphics: Seth Conley,
Joyce Haughey, Barry Offringa,
Shae Lynn Wilson, Melanee Wolven

Proofreaders: David Faust, John Greenough,
Carl Pierce, TECHBOOKS Production
Services

Indexer: TECHBOOKS Production Services

Special Help: Virginia Sanders

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive Group Publisher

Andy Cummings, Vice President and Publisher

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Diane Graves Steele, Vice President and Publisher

Joyce Pepple, Acquisitions Director

Composition Services

Gerry Fahey, Vice President of Production Services

Debbie Stailey, Director of Composition Services

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Hello, Word!</i>	7
Chapter 1: The Big Picture	9
Chapter 2: How Most Folks Use Word	25
Chapter 3: Basic Movement	41
Chapter 4: Basic Editing	51
Chapter 5: Search for This, Replace It with That	59
Chapter 6: Working with Blocks of Text	73
Chapter 7: How to Doing Your Speling and Grammer	89
Chapter 8: Basic Document Tricks	107
Chapter 9: Getting It Down on Paper	117
Chapter 10: Tips from a Word Guru	127
<i>Part II: Letting Word Do the Formatting Work</i>	135
Chapter 11: Formatting Characters, Fonts, and Text	137
Chapter 12: Formatting Paragraphs	151
Chapter 13: Formatting Tabs	165
Chapter 14: Formatting Pages	177
Chapter 15: Formatting Documents	189
Chapter 16: Working with Styles	197
Chapter 17: Working with Templates	213
Chapter 18: Formatting and Spiffing-Up Tricks	223
<i>Part III: Sprucing Up Your Document</i>	237
Chapter 19: Borders, Boxes, and Shading	239
Chapter 20: Building Tables	247
Chapter 21: Marching Your Text into Columns	257
Chapter 22: Lots O' Lists O' Stuff	263
Chapter 23: Mixing Words and Pictures	271
Chapter 24: Inserting Objects	281
<i>Part IV: Land of the Fun and Strange</i>	287
Chapter 25: Other Ways of Viewing a Document	289
Chapter 26: Collaboration Tricks	299

Chapter 27: Working with Documents	307
Chapter 28: Modifying Word's Appearance	317
Chapter 29: Breaking Your Word	323
<i>Part V: Creating Lotsa Stuff in Word</i>	335
Chapter 30: Just Your Basic Letter and Envelope	337
Chapter 31: Brochures and Greeting Cards	345
Chapter 32: Making Some Labels	355
<i>Part VI: The Part of Tens</i>	361
Chapter 33: The Ten Commandments of Word	363
Chapter 34: Ten Truly Bizarre Things	367
Chapter 35: Ten Cool Tricks	373
Chapter 36: Ten Things Worth Remembering	381
<i>Index</i>	385

Table of Contents

<i>Introduction</i>	1
About This Book	1
How to Use This Book	2
What You're Not to Read	3
Foolish Assumptions	3
How This Book Is Organized	4
Part I: Hello, Word!	4
Part II: Letting Word Do the Formatting Work	4
Part III: Sprucing Up Your Document	4
Part IV: Land of the Fun and Strange	5
Part V: Creating Lotsa Stuff in Word	5
Part VI: The Part of Tens	5
What's Not Here	5
Icons Used in This Book	6
Where to Go from Here	6
<i>Part 1: Hello, Word!</i>	7
Chapter 1: The Big Picture	9
The Good, Best, and Worst Ways to Start Word	10
A humble, yet unimaginative way to start Word	11
My favorite way to start Word	12
Starting Word by opening a document	13
Word on the Screen	14
Gizmos and gadgets	15
The blank place where you write	17
Word's Feeble Attempts to Help You	18
A Look at Your Keyboard	19
Depressing the keys	21
Typing key combinations	21
Quitting Word When You're All Done	22
How to quit what you're doing without quitting Word	23
Starting a new document	23
Chapter 2: How Most Folks Use Word	25
Overview (For the Impatient)	26
Starting a New Document	26
Typing (Or Hunting and Pecking)	27
When to press that Enter key	28
The lure of the soft return	30



- When to whack the spacebar30
- Things to notice whilst you type31
- “Oops! I made a boo-boo!”34
- Formatting Your Document34
- Getting Help35
- Save Your Stuff!36
- Getting It Down on Paper (Printing)37
 - First, preview your printing38
 - Time to print38
- Close 'Er Up39

Chapter 3: Basic Movement 41

- Moving around Your Document41
 - Going hither, thither, and yon (basic arrow keys)42
 - Making that toothpick cursor skedaddle (moving by great leaps and bounds)43
 - Using the mouse to move yerself around45
- Going Here or There with the Go To Command46
- Going Back47
- Don't Dog-Ear Your Monitor! Use the Bookmark Command47
 - Setting a bookmark47
 - Finding a bookmark and moving to that spot in your document48
- Using Secret Scroll Bar Buttons to Navigate49
 - How the secret scroll buttons work50
 - Using the buttons with the Find command50

Chapter 4: Basic Editing 51

- To Insert or to Overtyp: That Is the Question51
- Deleting Stuff52
 - Your basic delete keys: Backspace and Delete52
 - Deleting a word53
 - Deleting lines, sentences, and paragraphs54
 - Deleting odd shapes with blocks56
- Erase Your Mistakes with Undo Haste56
 - The blessed Undo command56
 - Redo, or take two57

Chapter 5: Search for This, Replace It with That 59

- Text, O Text! Wherefore Art Thou?59
 - Re-searching61
 - Finding more stuff62
 - Searching up, down, left, and right64
 - Finding stuff you just can't type in64
 - Finding formatting66
- Finding and Replacing68
- Finding and Replacing Formatting71

Chapter 6: Working with Blocks of Text	73
Marking Blocks of Text	73
A Shifty way to mark tiny bits of text	74
Marking a block with your mouse	75
Using the miraculous F8 key to mark a block	77
Dropping anchor with the F8 key	78
Selecting more than one chunk of text	79
Marking the whole dang-doodle document	80
Deselecting a Block	80
Copying a Block	81
Moving a Block	81
Pasting a Block	82
Copying or Moving a Block with the Mouse	84
Copying and Moving with the F2 key	85
Copying Multiple Blocks (Collect and Paste)	86
Looking at the Clipboard	86
Pasting from the Clipboard	87
Cleansing the Clipboard	87
Other Things to Do with Your Blocks	88
Chapter 7: How to Doing Your Speling and Grammer	89
Ewe Spell Grate	90
Let's turn this on (or off)	90
The automatic spell checker in action	91
A faster way to spell-check ("So now he tells me!")	93
What to do when the spell checker stupidly assumes a word is misspelled, but in fact it isn't	93
The Joys of AutoCorrect	94
Activating AutoCorrect	94
Using AutoCorrect	95
Undoing AutoCorrect's correction	96
Other AutoCorrect tricks	97
Then there's the joy of AutoText	97
Reviewing your AutoCorrect and AutoText settings	98
Grammar Be Good	100
A Thesaurus Is Not a Colossal Prehistoric Beast	101
The quickie thesaurus	101
Say that in French	102
Making Every Word Count	104
Chapter 8: Basic Document Tricks	107
Saving a Document to Disk (The First Time)	107
Saving a document (after it's already been saved once)	110
Saving a document to disk with a new name	110
Automatic recovery (in case you forget to save)	111
Saving when you're done	112

Opening a Document on Disk	113
A handy way to open a recent file	115
Using the Files of Type drop-down list	115
Opening one document inside another	115
Chapter 9: Getting It Down on Paper	117
Preparing the Printer (Do This First!)	117
Preview Before You Print	118
Printing a Whole Document	119
Printing Bits and Pieces	121
Printing a specific page	121
Printing a range of pages	122
Printing backwards	122
Printing a block	123
Printing Several Documents	123
Printing More Than One Copy of Something	124
Canceling a Print Job (Omigosh!)	125
Chapter 10: Tips from a Word Guru	127
The Office Assistant Has Thought of Something!	127
Finding Your Place Quickly	128
Taking Advantage of the Repeat Key	129
Previewing Documents Before You Open Them	129
Multiple Document Mania	131
Closing your documents	131
Seeing more than one document	132
Working on one document in two windows	132
Using the old split-screen trick	133
Part II: Letting Word Do the Formatting Work	135
Chapter 11: Formatting Characters, Fonts, and Text	137
How to Format Your Text	138
Changing the Font	138
Basic Character Formatting	140
An example: Making italic text	141
Text-attribute effects roundup	142
Big Text, Little Text: Text Size Effects	143
Setting your text size	143
Making text bigger or smaller with the keyboard	144
Making superscript or subscript text	145
Undoing All This Text-Formatting Nonsense	145
Doing the Font Dialog Box	146
Changing the default font	147
Font dialog box déjà vu	148
Changing the CASE of Your Text	148

Chapter 12: Formatting Paragraphs151

- Paragraph-Formatting Techniques151
- Paragraph Justification and Alignment152
 - Line up on the left!153
 - Everyone center!153
 - Line up on the right!153
 - Full justification! (Full justification, aye sir!)154
- Making Room Before, After, or Inside of Your Paragraphs154
 - Changing line spacing154
 - Quickly changing line spacing155
 - Changing line spacing to something specific155
 - Adding elbow room between paragraphs156
- Changing a Paragraph’s Indentation158
 - Automatically indenting the first line of a paragraph158
 - Making a hanging indent159
 - Indenting the whole paragraph160
 - Double-indenting a paragraph161
- Who Died and Made This Thing Ruler?161

Chapter 13: Formatting Tabs165

- The Story of Tab165
- The Tab Stops Here166
- Setting a Tab Stop167
 - Setting your standard left tabs169
 - The center of Tab170
 - Right on, Tab171
 - The amazing decimal tab171
 - Paying the bar tab172
- Using the Tabs Dialog Box172
- Setting Fearless Leader Tabs174

Chapter 14: Formatting Pages177

- A Page Is a Sheet of Paper About “This” Big177
- Setting the Page’s Orientation (Landscape or Portrait Mode)179
- Marginal Information181
- Page Numbering182
 - Where to stick the page number?183
 - Fancy page numbering formats184
 - Starting off with a different page number184
- Starting a New Page185
- Deleting That Annoying Extra Blank Page
at the End of Your Document186

Chapter 15: Formatting Documents189

- All About Sections189
 - Creating a section190
 - Deleting a section break191

The Joys of Headers and Footers	192
Adding a header or footer	192
Odd headers for odd pages, even headers for even pages	194
But I don't want a header on my first page!	196
Multiple header and footer madness — beyond odd and even pages!	196
Chapter 16: Working with Styles	197
What Is a Style?	197
Where Your Styles Lurk	198
Styles on the toolbar	198
Styles in the task pane	200
Creating a New Style	201
Creating a style based on a paragraph you've already formatted	202
Creating a style using the task pane	203
Creating a character-only style	205
Modifying a style	206
Giving your style a shortcut key	207
Deleting a style	209
Proper Style Application	209
Using the Built-in Heading Styles	210
Managing All Your Various Styles	210
Chapter 17: Working with Templates	213
Ode to the Document Template	213
Using a Document Template	214
Creating Your Very Own Template	216
Modifying a Document Template	218
Attaching a Template to a Document	219
Understanding NORMAL.DOT	220
Chapter 18: Formatting and Spiffing-Up Tricks	223
What's Going On with This Formatting!?!	223
Let Word Do the Work for You	224
The joys of updating fields	225
Color your text	226
Don't forget these tricks!	227
Centering a Page, Top to Bottom	227
Splash Around with Click-and-Type	228
Formatting Theft	229
Using AutoFormat	230
Automatic Formatting as It Happens	231
Making the automatic formatting thing happen as you work	232
Automatic numbered lists	233
Automatic borders	234
Chickening Out and Using a Wizard	235

<i>Part III: Sprucing Up Your Document</i>	237
Chapter 19: Borders, Boxes, and Shading	239
Boxing Your Text	239
Boxing in small bits of text or paragraphs	240
Making partial boxes	241
Putting a border around a page of text	242
Using the Border Button on the Toolbar	243
Giving Your Text Some Shade	244
Creating That Shocking White-on-Black Text	245
Chapter 20: Building Tables	247
Why Use Tables?	247
Splash Me Down a Table	248
Adding stuff to the table	250
Messing with the table	251
Making a table out of text already in your document	252
Turning a table back into plain text	253
A Quick Way to Cobble a Table Together	253
Automatically Spiffing Up Your Table	254
Chapter 21: Marching Your Text into Columns	257
Why Do Columns?	257
Splitting Your Text into Columns	258
Undoing Columns	260
Using the Columns Button on the Toolbar	261
Chapter 22: Lots O' Lists O' Stuff	263
Basic Lists 101	264
Understanding This List Thing	265
Creating a table of contents	265
Building an index	266
Using Footnotes or Endnotes (Or Both)	269
Chapter 23: Mixing Words and Pictures	271
"Where Can I Find Pictures?"	272
And Here's a Picture!	273
Manipulating the Image	275
Moving an image hither and thither	276
Changing an image's size	276
Cropping an image	277
Rotating the image	277
Text wrapping and image floating	278
A Caption for Your Figure	279

Chapter 24: Inserting Objects	281
Inserting One Document into Another	281
More Fun Things to Insert	282
Slapping down an AutoShape	282
Love that WordArt	284
Scribbling in Word	285

Part IV: Land of the Fun and Strange.....**287**

Chapter 25: Other Ways of Viewing a Document	289
Working with Outlines	290
Outline mode: The secret	290
Adding topics to your outline	291
Working with subtopics	292
Adding a text topic	293
Rearranging topics	293
Viewing Your Outline	294
Printing Your Outline	295
Take a Ride on the Reading Layout Railroad	296
Getting into Reading Layout view	296
Wacky Reading view tricks	297
Getting out of Reading Layout view	298
Chapter 26: Collaboration Tricks	299
Making Comments	299
Adding a comment	300
Using the Reviewing toolbar	301
Hiding comments	301
Reviewing all comments	302
Deleting a comment	302
Whip Out the Yellow Highlighter	302
Sharing Work with Revision Marks	303
Tracking changes between two versions of the same document	303
Reviewing the changes	305
Tracking changes as you make them	306
Chapter 27: Working with Documents	307
Creating a New Folder	307
Using Another Folder	308
Finding Files in Word	309
Working with Groups of Files	311
Opening a boatload of files at once	311
Saving a gang of documents simultaneously	312
Closing a gang of documents simultaneously	312

Working with Non-Word Document Formats	312
Loading an alien document	313
Saving a file in a horridly strange and unnatural format	314
Chapter 28: Modifying Word's Appearance	317
Retooling the Toolbars	317
Looking at a toolbar	318
Where are the toolbars?	319
Moving and arranging toolbars	319
Zooming About	320
Tweak Central	322
Chapter 29: Breaking Your Word	323
General Things	323
One first thing you should always try	324
"I've just closed a document without saving it!"	324
"I just saved the file, and now I can't find it!"	325
"I cannot delete this chunk of text"	326
"How can I get this extra page not to print?"	327
"What's up with the NORMAL.DOT file?"	327
Working with a Busted Document	328
Opening a document in the proper format	328
Choosing another printer	328
Opening a document for repair	329
Reassigning the document's template	329
Final, desperate acts	330
Fixing Word When It's Broken	330
Are you in Full Screen or Print Preview mode?	331
Has someone moved or hidden the toolbars?	331
Are macros messing with your brain?	331
Is NORMAL.DOT to blame?	332
Starting Word naked (the final step)	332
What to Do When You Abandon All Hope	333
 Part V: Creating Lotsa Stuff in Word.....	 335
Chapter 30: Just Your Basic Letter and Envelope	337
Writing a Silly Old Letter	337
The date	338
An automatic date via AutoText	338
The address	338
The body of the letter	339
Signing your letter	339

All about Envelopes	339
Telling your printer to love an envelope	339
Adding an envelope to your letter	341
Printing an envelope on-the-fly	342
The Weird Concept of Envelopes as Documents	342
Chapter 31: Brochures and Greeting Cards	345
Your Basic Three-Part Pamphlet	345
Building the pamphlet	346
Giving your brochure a title	347
Starting a paragraph with a big letter (a drop cap)	347
Floating a box of text	349
Printing the brochure	350
Do-It-Yourself Greeting Cards	351
Chapter 32: Making Some Labels	355
All about Labels	355
Printing a Sheet of Identical Labels	356
Printing a Sheet of Identical Labels with Graphics	357
 Part VI: The Part of Tens	 361
Chapter 33: The Ten Commandments of Word	363
Thou Shalt Not Use Spaces Unnecessarily	363
Thou Shalt Not Press Enter at the End of Each Line	364
Thou Shalt Not Neglect Thy Keyboard	364
Thou Shalt Not Reset or Turn Off Thy PC until Thou Quittest Word and Windows	364
Thou Shalt Not Manually Number Thy Pages	365
Thou Shalt Not Use the Enter Key to Start a New Page	365
Thou Shalt Not Quit without Saving First	365
Thou Shalt Not Click OK Too Quickly	365
Thou Shalt Not Forget to Turn On Thy Printer	366
Thou Shalt Remember to Save Thy Work	366
Chapter 34: Ten Truly Bizarre Things	367
The Unbreakables	367
The Document Map	368
Hyphenation	368
Math	368
Macros	369
Making a Cross-Reference	369
The Joys of Research	370
Teaching Word to Read Your Lips	370
Understanding Smart Tags	370
What the Heck Is a “Digital Signature”?	371

Chapter 35: Ten Cool Tricks	373
Typing Strange Characters	373
Creating Fractions	375
Super- and Subscript Buttons on the Toolbar	376
Typing Characters Such as Ü, Ç, and Ñ	376
Lugging Blocks Around	377
AutoSummarize	378
Select All	378
Inserting the Date	378
Sorting	379
Automatic Save	379
Chapter 36: Ten Things Worth Remembering	381
Let Word Do the Work	381
Keep Printer Paper, Toner, and Supplies Handy	382
Keep References Handy	382
Keep Your Files Organized	382
Remember the Ctrl+Z Key!	382
Save Your Document Often!	383
Take Advantage of Multiple Windows	383
Use AutoText for Often-Typed Stuff	383
Use Clever, Memorable Filenames	383
Don't Take It All Too Seriously	383
<i>Index</i>	385

Introduction

Welcome to *Word 2003 For Dummies*, the book that explodes the myths and renders sane the madness of Microsoft's latest and greatest word processor, for the year 2003 and beyond.

Word is impressive and often imposing. More than just a word processor, Word is capable of putting down on the page just about anything. Do you need to know all that stuff?

No! You probably don't even *want* to know everything that Word can do. You just want to know the basics, or some handy tricks, or read about some insight into the program so that you can hurry back to your work — and hopefully not be terrified in the process. If that's you, you've found your book.

This book informs and entertains. It has a serious attitude problem. After all, you don't need to *love* Word to use Word. It's a tool. While some mechanics may love their Snap-on™ tools, they just tools. So instead of hype, be prepared to read some informative, down-to-earth explanations — in English — of how to get the job done with Microsoft Word. You take your work seriously, but you definitely don't need to take Word seriously.

About This Book

I don't intend for you to read this book from cover to cover. It's not a novel, and if it were, I'd kill off all the characters at the end, so there would be no chance for a sequel (let alone a trilogy) and then no one would want to publish it anyway.

No, this book is a reference. Each chapter covers a specific topic or task that Word does. Within a chapter, you find self-contained sections, each of which describes how to perform a specific task or get something done. Sample sections you encounter in this book include

- ✓ Saving your stuff
- ✓ Cutting and pasting a block
- ✓ Quickly finding your place
- ✓ Aligning paragraphs

- ✓ Cobbling a table together quickly
- ✓ Opening a document for repair
- ✓ Using a document template

There are no keys to memorize, no secret codes, no tricks, no videos to sleep by, and no wall charts. Instead, each section explains a topic as though it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where you can easily avoid reading them. The idea here isn't for you to learn anything. This book's philosophy is to help you look it up, figure it out, and get back to work.

How to Use This Book

This book is a doing book. It's about getting things done in Word and the only assumption made is that you know what you want to do or at least you have a general or even vague idea. That's fine in this book; nothing is assumed so you'll never be utterly confused.

Word uses the mouse and menus to get things done, which is what you would expect from Windows. Yet there are times when various *key combinations*, several keys you may press together or in sequence, are required.

This is a keyboard shortcut:

Ctrl+Shift+P

This shortcut means that you should press and hold Ctrl and Shift together, press the P key, and then release all three keys.

Menu commands are listed like this:

File⇨Open

This command means that you open the File menu (with the mouse or the keyboard — it's your choice) and then choose the Open command. You may see underlined letters on your menus; these letters represent “hot keys” used in Windows. You can press the Alt+F key combination to access the F in File and then the O (or Alt+O) to access the O in Open.

Note that in Windows, you may have to press the Alt key first (by itself) to activate the menu hot keys. Then you can use the hot keys to access menu and dialog box commands.

If I describe a message or something you see onscreen, it looks like this:

```
Cannot find hard drive, save elsewhere?
```

If you need further help operating your computer or a good general reference, I can recommend my book *PCs For Dummies*, published by Wiley Publishing, Inc. The book contains lots of useful information to supplement what you'll find in this book.

What You're Not to Read

Special technical sections dot this book like lemon pepper on Aunt Winnie's fried chicken. They offer annoyingly endless and technical explanations, descriptions of advanced topics, or alternative commands that you really don't need to know about. Each one of them is flagged with a special icon or enclosed in an electrified, barbed wire and poison ivy box (an idea I stole from the Terwilliker Piano Method books). Reading this stuff is optional.

Foolish Assumptions

Here are my assumptions about you. You use a computer. You use Windows, specifically Windows 2000 or Windows XP (Professional or Home). The Word 2003 product does not run on any other version of Windows (at least as this book goes to press). There are no specific issues between Word and Windows as far as this book is concerned.

Your word processor is Microsoft Word 2003, which may have come with your computer, or you may have purchased it separately either by itself or as part of the Microsoft Office 2003 suite of applications. Whatever. I refer to the program as "Word" throughout this book.

The program covered here is *not* Microsoft Works. That is a separate program sold by Microsoft; this book does not cover Works at all.

I do not assume that you have Microsoft Office installed. This book does not cover using Office or any of the other Office applications.

Finally, this book assumes that you're running Word with the personalized menu system switched off. To confirm this, follow these steps inside the Word 2003 program:

1. **Choose Tools⇨Customize from the Menu bar.**

This causes the Customize dialog box to appear.

2. **Click the mouse on the Options tab in the Customize dialog box.**

3. **Click to put a check mark by the item that reads, “Always show full menus.”**

4. **Click the OK button.**

By marking this setting, Word displays the full menus every time you access a menu command. Otherwise, you may not see all the commands on the menus, which can be frustrating.

How This Book Is Organized

This book contains six major parts, each of which is divided into several chapters. The chapters themselves have been sliced into smaller, modular sections. You can pick up the book and read any section without necessarily knowing what has already been covered in the rest of the book. Start anywhere.

Here is a breakdown of the parts and what you can find in them:

Part I: Hello, Word!

This part covers basic word processing, from entering text to saving a document, search and replace, spell-checking, working with blocks, and printing.

Part II: Letting Word Do the Formatting Work

This part deals with formatting, from the smallest iota of text to formatting commands that span an entire document and more.

Part III: Sprucing Up Your Document

Beyond formatting, this part of the book covers additional things you can do with Word to make your document really stand out. Covered here are many of the intermediate-level features most users never bother with in Word.

Part IV: Land of the Fun and Strange

This part covers some general and miscellaneous topics, items that others might consider to be too borderline bizarre to be found in a “beginners” book on Word.

Part V: Creating Lotsa Stuff in Word

This part presents a sample of Word’s potential. Each chapter outlines a special project you can do in Word by showing you step-by-step how to put things together.

Part VI: The Part of Tens

How about “The Ten Commandments of Word”? Or consider “Ten Truly Bizarre Things.” Or the handy “Ten Things Worth Remembering.” This section is a gold mine of tens.

What’s Not Here

This book can be only so big. The book’s author, on the other hand, can grow to immense size! To keep them both in check, I’ve created a companion Web page. This site covers issues that may arise after the book goes to press. It’s not to contain anything “missing” from the book; no, you have everything you need right in your eager, ready-to-type hands. The Web page is just to keep things up-to-date. That way, I can offer you supplemental information after the book goes to press.

If you have Internet access and a Web browser, you can visit this book’s Web page at

www.wambooli.com/help/word

Additionally, I publish a free weekly newsletter that often contains tips, Q&A, shortcuts, and various lessons expanding the basic word processing knowledge presented here. Read more about my Weekly Wambooli Salad newsletter on this Web page:

www.wambooli.com/newsletter/weekly

Icons Used in This Book



This icon flags useful, helpful tips or shortcuts.



This icon marks a friendly reminder to do something.



This icon marks a friendly reminder *not* to do something.



This icon alerts you to overly nerdy information and technical discussions of the topic at hand. The information is optional reading, but it may enhance your reputation at cocktail parties if you repeat it.

Where to Go from Here

Start reading! Observe the table of contents and find something that interests you. Or look up your puzzle in the index.

If you're new to Word, start off with Chapter 1.

If you're an old hand at Word, consider checking out Part V for some inspiration.

Is Word broken? Fix it by checking out Chapter 29.

Read! Write! Produce!

By the way, I am available on the Internet if you need me. My e-mail address is dgookin@wambooli.com.

I reply to all my e-mail, so drop a note if you feel like saying, "Hi," or have a question about Word or this book. And don't forget to stop by the book's Web page, mentioned earlier in this Introduction.

Enjoy the book. And enjoy Word. Or at least tolerate it.

Part I

Hello, Word!

The 5th Wave

By Rich Tennant



"I appreciate that your computer has 256 colors.
I just don't think that they all had to be used
in one book report."

In this part . . .

Back in the cave man days, our ancestors Og and Gronk sat around and dreamt of the day when they could have a proper computer with efficient word processing software available for them to express their thoughts. Alas, there was nothing there but rocks. So, as Og carefully began to carve his thoughts into the cave wall with a rock, Gronk let loose a tremendous prehistoric belch and the cave collapsed.

Don't let your word processing attempts be so easily thwarted! Sure, we've come a long way from carving rocks and drawing on cave walls. The Ancient Egyptians gave us paper. The Phoenicians developed the alphabet. Gutenberg developed movable type. And the typewriter allowed those of us with utterly illegible handwriting to actually practice the art of writing without making the reader's eyes cross.

And now we have the word processor. It's so commonplace that people forget about Egyptian papyrus and Gutenberg and that old typewriter. Words fling out magically and can be erased, moved, searched, saved, and printed with just a few deft flicks of the wrist. Don't let a prehistoric Gronk stand in the way of your word processing wishes. Cut lose and enjoy these several chapters that cover the bare basic beginnings of your word processing odyssey.