
Content overview

Introduction ix

PART ONE: LEARNING THE BASICS

1 Getting Started 2

As you write a simple business letter, you learn techniques for creating and saving documents, giving instructions using the mouse and the keyboard, and applying formatting. Then we show you how to get help and quit Word.

2 Creating Letter-Perfect Documents 38

You learn how to use AutoText and AutoCorrect, and you explore more editing techniques. Then you organize the document in outline view. You search for and replace text, check spelling, and see how to track editing changes.

3 Creating Eye-Catching Documents 74

You explore Word's built-in templates and wizards, and then you combine two documents to demonstrate some of Word's more complex formatting capabilities, including styles. Then you print the document and publish it as a web document.

PART TWO: BUILDING PROFICIENCY

4 Making Information Easy to Find and Easy to Gather 120

We show you how to use tabs to create simple tabular lists. Then you create and format more complex tables using Word's tables feature. Finally, you create and fill in a simple form.

5 Adding Visual Effects 162

You use WordArt to create fancy text as you develop a letterhead template and a masthead template. Then you import and manipulate a graphic. You create a graph with Microsoft Graph, and import a spreadsheet from Microsoft Excel as a table.

6 Creating Form Letters and Labels 192

You create a small client database and use it to print form letters. Then you create more complex form letters using conditional statements. Finally, you create mailing labels.

Index 217

Content details

Introduction	ix
PART ONE: LEARNING THE BASICS	
1 Getting Started	2
Starting Word	4
Creating New Documents	6
Entering Text	6
Moving Around in a Document	7
Selecting Text	8
Giving Instructions Using the Mouse and Keyboard	11
Using a Toolbar Button	11
Sizing a Toolbar	12
Moving a Toolbar	13
Using a Menu Bar Command	14
Using a Shortcut Menu Command	19
Using a Keyboard Shortcut	19
Creating, Saving, Opening, and Closing Documents	20
Creating a New Document from Scratch	20
Saving a Document	21
Creating a New Document from an Existing One	23
Opening a Document	23
Closing a Document	24
Formatting Text	25
Changing the Font and Font Size	25
Changing Paragraph Formatting	26
Editing Text	28
Deleting and Replacing Text	28
Moving and Copying Text	29
Undoing and Redoing a Command	30
Customizing Your Workspace	31
Hiding White Space	31
Working with the Task Pane	32
Displaying Non-Printing Characters	33
Arranging and Sizing Windows	34
Getting Help	35
Searching for Help	35
Using the Help Task Pane	37
Quitting Word	37
2 Creating Letter-Perfect Documents	38
Storing and Retrieving	
Often-Used Text	40
Storing an AutoText Entry	40
Inserting an AutoText Entry	42

Viewing AutoText Entries	43
Storing an AutoCorrect Entry	45
Inserting an AutoCorrect Entry	46
Using Efficient Editing Techniques	47
Deleting Text Efficiently	47
Replacing Text by Using Overtyping Mode	48
Using Drag-and-Drop Editing	49
Organizing Documents in Outline View	51
Promoting a Heading	51
Collapsing and Expanding an Outline	52
Moving a Heading	54
Demoting a Heading	55
Viewing the Results	56
Finding and Replacing Text	58
Finding a Specific Word or Phrase	58
Widening or Restricting a Search	59
Replacing Text	61
Checking Spelling and Grammar	63
Checking the Spelling of One Word	63
Checking the Spelling of an Entire Document	64
Differentiating Between Dictionaries	66
Recording Changes to Documents	67
Tracking Changes	67
Reviewing Changes	69
Comparing and Merging Documents	70
Inserting a Comment	72
Responding to a Comment	73

3 Creating Eye-Catching Documents

74

Using Word Templates	76
Selecting a Template	76
Filling In a Document Field	78
Using Word Wizards	80
Using a Wizard to Create a Document	80
Personalizing a Wizard-Based Document	83
Using More Advanced Formatting	84
Inserting a File into a Document	85
Making a Title Stand Out	86
Formatting Text as Multiple Columns	89
Creating a List	91
Working with Multiple Pages	94
Inserting a Page Break	94
Adding a Header or Footer	95

Formatting with Styles	98
Viewing the Style List	99
Creating a Style from an Existing Paragraph	101
Creating a Style from Scratch	103
Applying a Style	104
Hyphenating Documents	105
Hyphenating Automatically	105
Hyphenating Manually	106
Printing Documents	106
Previewing a Document Before Printing	107
Changing the Page Layout	108
Inserting a Line or Column Break	109
Sending a Document to the Printer	109
Publishing Documents on the Web	111
Previewing a Document as a Web Page	111
Creating a Web Document	112
Enhancing a Web Document	113
Inserting a Hyperlink	115

PART TWO: BUILDING PROFICIENCY

4 Making Information Easy to Find and Easy to Gather	120
Creating Tabular Lists	122
Setting Up a Tabular List	122
Setting a Tab Stop with the Ruler	124
Working with Tables	125
Creating a Table by Using the Insert Table Button	126
Entering and Formatting Table Content	127
Rearranging a Table	128
Adjusting Column Width	130
Inserting a Row of Merged Cells	131
Aligning a Column of Numbers on a Decimal Point	132
Adding Gridlines and Borders	133
Totaling Values in a Table	134
Averaging Values in a Table	136
Using Tables to Structure Text	137
Converting Text into a Table	137
Shading a Table Cell	139
Changing Character Spacing	139
Changing Text Alignment in a Table Cell	140
Creating Tables of Contents	141
Generating a Table of Contents	142
Updating a Table of Contents	144

Creating Indexes	145	
Marking an Index Entry	145	
Generating an Index	147	
Summarizing Documents	148	
Working with Forms	150	
Adding a Form Field	150	
Adding Help Text	153	
Formatting a Form	154	
Adding Calculations to a Form	155	
Protecting a Form	157	
Saving a Form as a Template	157	
Filling in a Form	158	
Updating a Calculation	159	
Creating a New Form Based on a Template	159	
5 Adding Visual Effects		162
Creating Special Text-Based Effects	164	
Creating a Horizontal Letterhead by Using a WordArt Object	164	
Creating a Vertical Masthead by Using a WordArt Object	169	
Drawing a Line	171	
Copying Text by Using a Scrap	172	
Creating a Drop Cap Effect	174	
Enhancing Documents with Graphics	176	
Inserting a Graphic	176	
Sizing and Cropping an Embedded Graphic	178	
Positioning a Graphic	180	
Using a Graphic as a Watermark	182	
Displaying Charts and Spreadsheets	184	
Creating a Chart from a Table	184	
Changing the Chart Type	186	
Sizing and Moving a Chart	187	
Formatting a Chart	188	
Inserting a Spreadsheet File	189	
6 Creating Form Letters and Labels		192
Mail Merge Basics	194	
Creating Simple Form Letters	195	
Designating the Main Document	196	
Designating the Data Source	197	
Completing the Main Document	200	
Merging the Main Document and the Data Source	202	

Creating More Sophisticated Form Letters 205
 Adding a Field to the Data Source 205
 Personalizing the Text of a Form Letter 206
 Viewing and Editing Merged Data 208
Creating Labels and Envelopes 210
 Merging a Set of Labels 210
 Merging a Set of Envelopes 214