

# MICROSOFT WORD

## USER MANUAL



MICROSOFT WORD USER'S MANUAL

FIRST EDITION

MARCH 14, 2006

Hired Pen Publishing  
44-20222-96th Ave  
Langley, B.C.  
V1M 3C3

[www.hiredpen.com](http://www.hiredpen.com)

© 2006 Hired Pen Publishing  
Printed in Canada  
44-20222-96th Ave Langley, B.C.  
Canada V1M 3C3

All rights reserved. This product and related documentation are protected by copyright and distributed under licenses restricting its use, copying, distribution, and decompilation. No part of this product or related documentation may be reproduced in any form by any means without prior written authorization of The Hired Pen and its licensors, if any.

Editorial/Production Supervision: Sheila Satel  
Cover Design Director: Sheila Satel  
Cover Designer: Sheila Satel

ISBN: 131013101310

## TABLE OF CONTENTS

|                               |    |
|-------------------------------|----|
| PREFACE.....                  | 5  |
| STYLES AND FORMATTING.....    | 6  |
| How to Create New Styles..... | 6  |
| Modifying.....                | 8  |
| PAGE AND SECTION BREAKS.....  | 9  |
| Page break.....               | 9  |
| Section break.....            | 10 |
| HEADERS AND FOOTERS.....      | 10 |
| SHORTCUTS.....                | 12 |
| Find / Replace.....           | 12 |
| Go To.....                    | 13 |
| Copy/Paste.....               | 14 |
| Copy.....                     | 14 |
| Paste.....                    | 14 |
| Repeat Action.....            | 14 |
| Follow Hyperlinks.....        | 14 |

## **PREFACE**

This manual contains information on working with some of the various elements found in Microsoft Word. It is not meant as a beginner's manual as some familiarity with Microsoft Word is expected. If you have never used Microsoft Word before then please refer to the original user's manual

Topics include:

- Document Styles and Formatting
- Headers and Footers
- Page and Section Breaks
- Shortcut Keys

# STYLES AND FORMATTING

Styles and formatting are used when creating multiple page documents with headings and subheading to ensure continuity throughout the document. They are also used to create templates

NOTE: Be careful of your font choices. Not all fonts are created equal and characters of different fonts may not be the same physical size. As an example, here is the word 'manual' in three different fonts with a size choice of 12.

1) manual                      2) manual                      3) manual

The fonts are as follows:

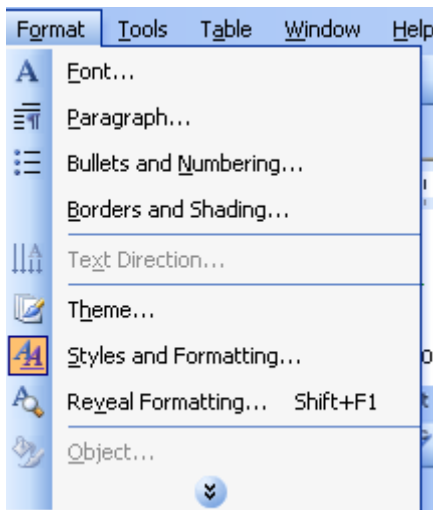
#1 - Times New Roman   #2 – Batang   #3 – Kartika

## How to Create New Styles.

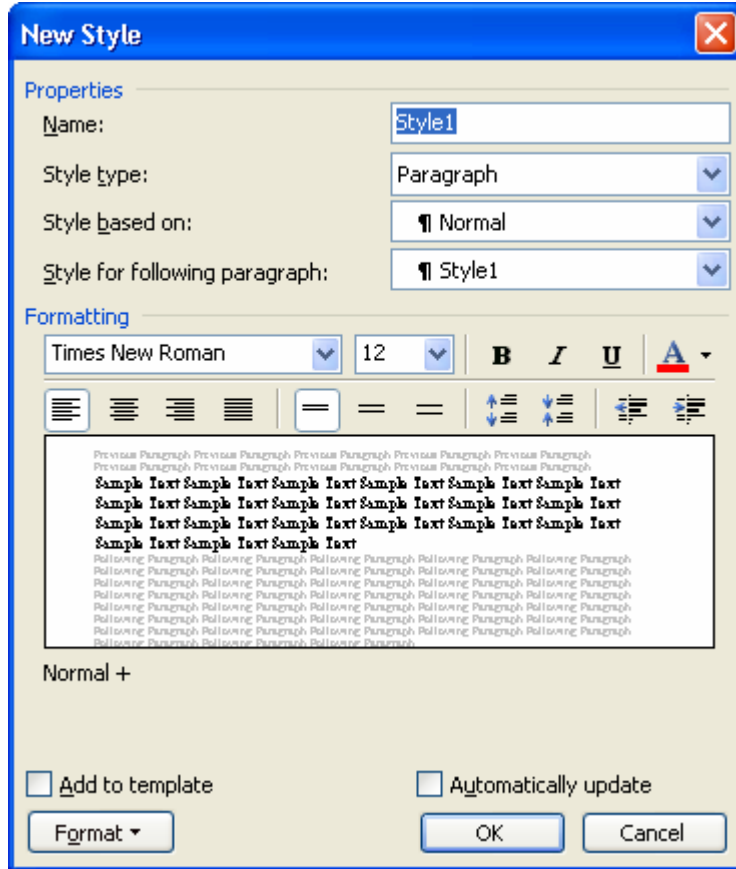
- 1) Click on the 'Format' button on the main toolbar.



- 2) Select 'Styles and Formatting' from the dropdown menu. A new window will open to the right of your document window.



3) Click ‘New Style’



First – Give your style a name; something that will easily relate back to your project and is easy to recall.

Style Type: Leave as ‘Paragraph’

Based On: This is the preset style you will base your personal style on – usually ‘heading’ or ‘body text’.

Style for Following Text: Set this as normal so that the formatting is not carried over to the next line. ‘Normal’ will put it back to basic body text.

Using the drop down menus, select which font you would like to use and assign the appropriate size. IE: Bondoni MT size 12.

Select Bold, Italic or Underline

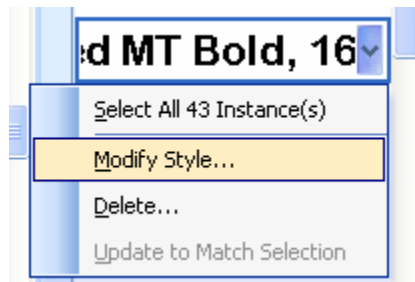
Choose color if desired

Choose Align Left, Center or Justified as needed

## Modifying

If you need to modify an existing style:

- 1) Set your cursor over the style you wish to change
- 2) Click the drop down menu
- 3) Select the ‘Modify’ option



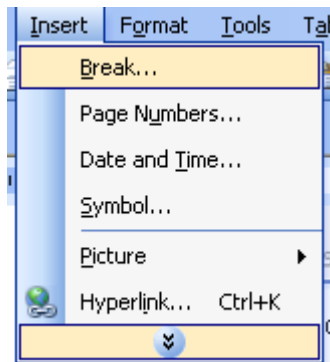
Make desired changes and click ‘OK’

# PAGE AND SECTION BREAKS

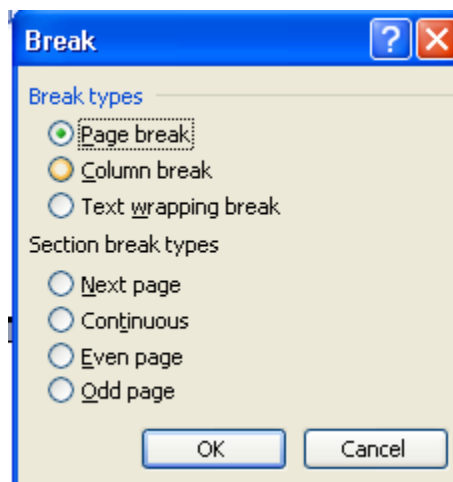
Page and section breaks are used to break up a large document and make it easier to manage.

## Page break

- 1) Set your cursor at the end of the page where you want the break to be.
- 2) Select 'Insert' from the menu bar at the top of the document.
- 3) From the drop down list select 'Break'

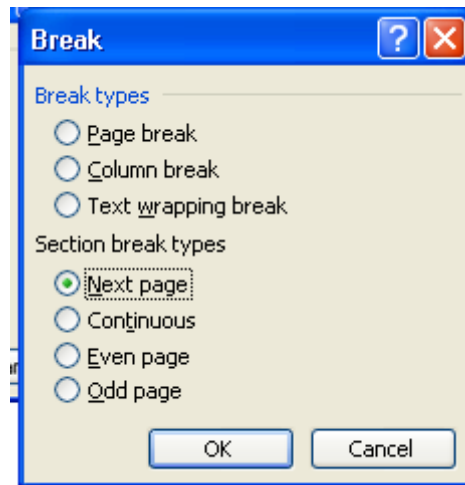


- 4) Click the circle next to "Page Break" and click OK



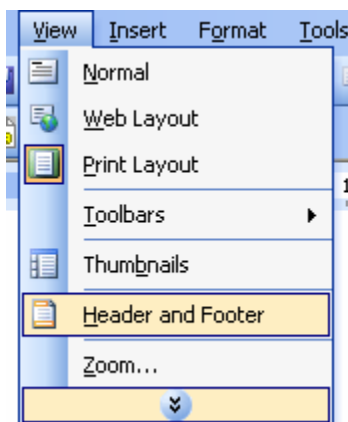
## Section break

- 1) Set your cursor at the end of the page where you want the break to be.
- 2) Select 'Insert' from the menu bar at the top of the document.
- 3) From the drop down list select 'Break'
- 4) Click the circle next to "Next Page" and click OK



## HEADERS AND FOOTERS

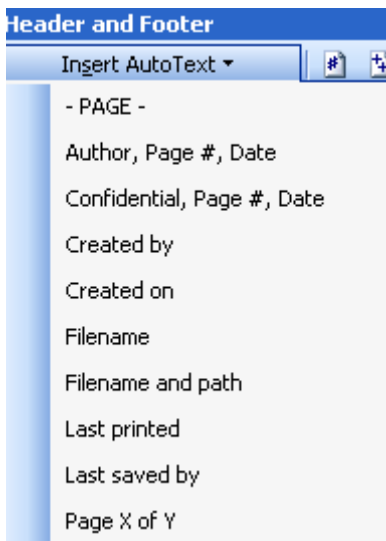
- 1) From the main toolbar, select 'view', 'header & footer'



2) In the menu, select what it is you want to add to your header/footer.



3) Using the 'Insert auto text' function, select from the drop down list.

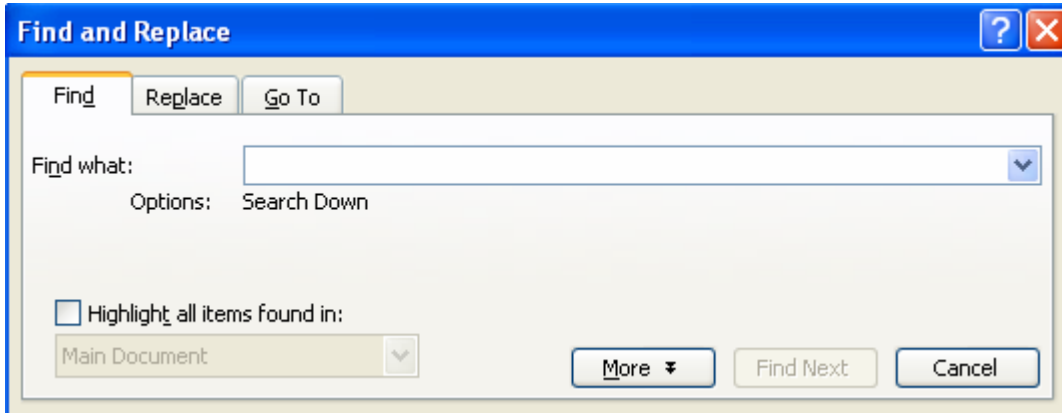


# SHORTCUTS

Many commands have what are called ‘Shortcut Keys’. These shortcut keys are used for

## Find / Replace

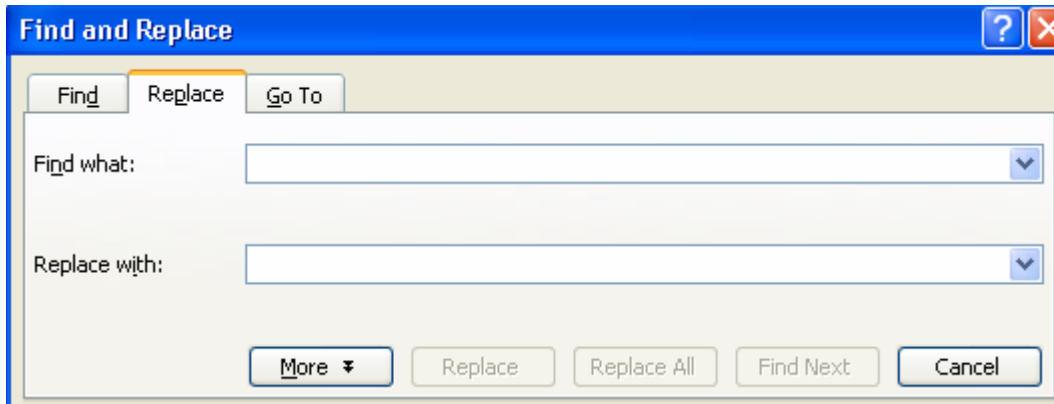
The shortcut key for the find/replace function within Microsoft Word is the F5 key. This will bring up a menu box with the tabs Find, Replace and Go To.



If you only need to find the occurrence's of a word then use the Find Tab and type in the word you wish to find and press “Enter”. The program will take you to the first occurrence of the word you have given it.

Click “next” to go to the next occurrence.

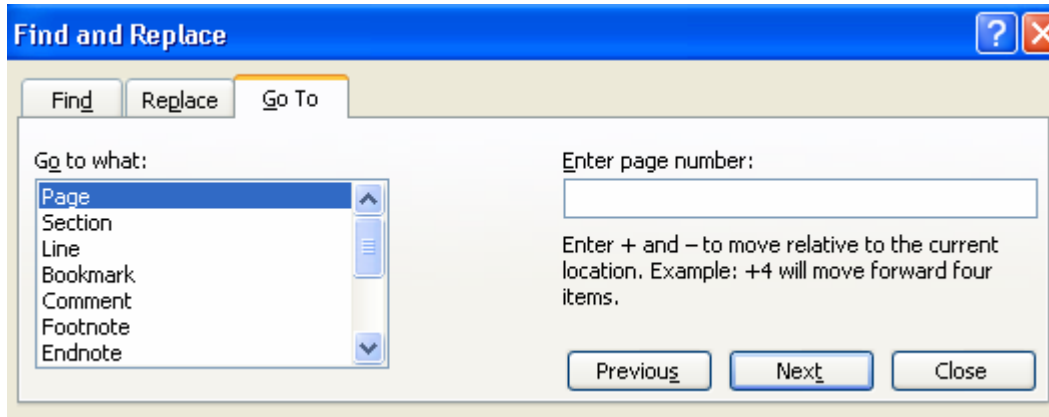
If, however, you need to find a word and replace it with a different word then use the ‘Replace Tab.



Type in the word you wish to replace. Type the word you want it replaced with and click Replace All. The program will find all instances of the original word and replace it with the new word.

## Go To

- 1) The 'Go To' tab is useful for navigating large documents. Click the 'Go To' tab rather than scrolling through the entire document.



- 2) Select where it is that you want to go from the menu on the left. Enter the specific item you need to go to and click the 'Go To' button on the bottom right side of the window.

EG: You have been revising a 57 page document. You were in the middle of page 34 when you had to leave for an extended period and closed the program. When you come back to it, you do not want to have to scroll your way through to the 34th page.

- 1) Open the program
- 2) Press the shortcut key (F5)
- 3) Click the 'Go To' tab
- 4) Select "page" from the menu on the left
- 5) Enter the page number (34) in the area on the right
- 6) Click the "Go To" button on the bottom right
- 7) You will be taken to the top of the 34th page

## Copy/Paste

### Copy

The shortcut key for copy is 'Control C'

- 1) Highlight the text/item you wish to copy
- 2) Press the 'control' key and the 'c' key at the same time.

### Paste

The shortcut key for Paste is 'Control V'

- 1) Set your cursor where you wish to place the copied text/item
- 2) Press the 'control' key and the 'v' key at the same time.

## Repeat Action

The shortcut key to repeat the last action is F4. This is extremely helpful when dealing with large tables. The 'F' or 'Function' keys are located above the number line on the keyboard.

EG: To place the word "Name" in the three top boxes, type Name into the first box, set the cursor in the second box and press the F4 key then repeat for the third box.

Name

Name

Name

## Follow Hyperlinks

When you have a hyperlink in a Word document, such as a website addresses, you can follow them to the actual web page by holding down the 'Control' key and clicking on the link. This must be done at the SAME time.



This text is prepared by Print Futures Professional Writing Students for the purpose of helping future students navigate through the intricacies of Microsoft Word.



Hired Pen Publishing  
Langley, British Columbia  
Canada

