
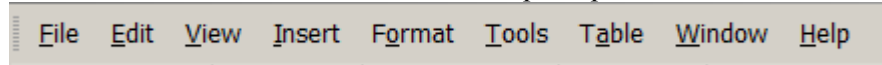


1) A Brief Tour

To open Word 2003 click on the Word icon  either on your desktop or in your Program Files group. The following are basics tools in Microsoft Word...

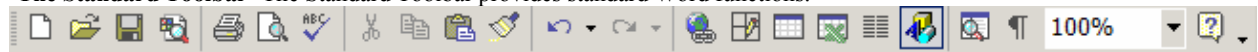
- **The Menu Bar** – bar with menus that categorize tasks that can be done to the document. Click on the menu of interest to expand the menu or press the CTRL key on the keyboard and press the underlined letter in the menu name to pull up the related menu.



- **Toolbars** **[View] Toolbars**

To find out what each button on the toolbar does, hover your mouse over the button of interest and a yellow balloon box will indicate the button function.

-The Standard Toolbar- The Standard Toolbar provides standard Word functions.



-The Formatting Toolbar -The formatting toolbar provides text formatting options.



- **The Ruler** **[View] Ruler**



- **Scroll Bar** **CTRL+Home and CTRL+End keys**

The scroll bar allows the user to navigate within the document by clicking on the left or right arrow on the bottom scroll bar or the up/down arrows on the vertical scroll bar. Also, the CTRL+Home keys on the keyboard will navigate to the top of the document. The CTRL+End keys will navigate to the end of the document.



- **Status Bar**

The status bar is at the bottom of the document and provides information about the location within the document.



- **The Mouse Pointer**

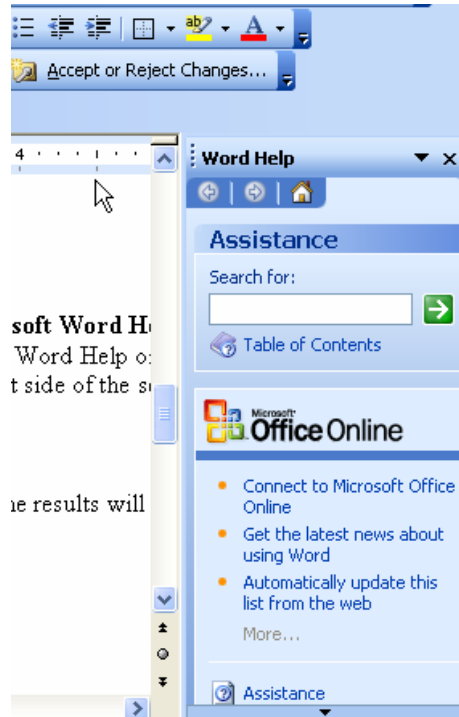
– Changes depending on function

When using the mouse, remember the cursor remains where it was before you moved the mouse. The pointer moves, the cursor doesn't. To move the cursor move your arrow over the text area and it will change to an "I" bar. Then left click in the document and a flashing cursor will appear. Once the cursor is flashing text can be entered.

• **Help**

[Help] (Microsoft Word Help)

To find help for a particular topic click on Help>Microsoft Word Help or press the F1 key on the keyboard. A dialogue box will open on the right side of the screen with a search box that you can enter a topic for help.



Type the question and click on the Search button and the most relevant results will be displayed. Selecting one of the help items will open a new window that will give step by step directions.



Word 2003