

# MS Office 97/Word

**Creating a Document** When you open Word you will automatically be at a blank screen called “Document 1”. When you save that document you will give the document your file name.

When you want to create an additional document, just click on the icon that looks like a piece of paper in the top left row, or choose **File-New**, Blank Document will be highlighted and you click on **OK**.

**Saving a Document** To save a document that is newly created, you can click on the disk icon , or go to **File-Save**, or **File-Save As**. Now you need to maneuver through to where you want to save your file. The line near the top of the dialogue box that says “Save in:” show where it will save your file unless you change the location. To save the file to a floppy disk, click once on the down arrow (▼) to the right of the “Save In:” area. A drop down window will appear and you can click on the choice that says 3 ½ floppy (A:). Type a file name in the box that says, “file name”. It will automatically choose the first few words of your document as the file name. You can delete them and put in your own file name.

- To save your document in Word 6.0 format so that you can use the version of Word that you may have on other computers, click on the arrow (▼) to the right of the area that says “Save as type:” and choose the line that says **Word 6.0/95 (\*.doc)**. Choosing this will insure that you can use your saved file on Word 6.0, not just the Office 97 version of Word.

## **Opening a Saved Document**

- Open the Word Program
- Click on the Open – Folder Icon  on the toolbar, or click on **File – Open**
- Maneuver to the location of your file using the ▼ to the right of the “Look In” box. If your file is on a floppy disk, you need to have your disk in the drive, then choose the 3 ½ Floppy (A:) choice. Click once to highlight your file name then click on Open.

**Formatting** It is easiest to format your document AFTER you have it created.

- **Changing Fonts & Font Sizes** – Highlight the text you want to change by using your mouse, then click on the ▼ to the right of the box that displays the Font name. (Times New Roman is usually the default font type.) Click on the other Font choices to see the differences. Choose the curved Undo typing arrow on the toolbar line if you want to return to the previous font.
- **Bold/Italic/Underline** Use your mouse to highlight the text you want to format. Once it is highlighted, just click on the **B** for Bold, the *I* for Italic, or the U for Underline. To highlight just one word, double click on the word itself. To highlight one line, click to the left of the line and the entire line will highlight.

- **Left/Center/Right Justification** Highlight the text you want to justify and then click on the corresponding icon on the formatting toolbar. The justification icons are lines that display the various types of justification.
- **Borders & Shading** Highlight text you want to put a border around and click on Format in the formatting toolbar. You can choose the type of border and shading in the window that appear



**Inserting Clipart** Put your cursor in the location where you want a picture, then go the menu bar and choose **Insert-Picture-Clipart**. (The Office 97 CD has additional graphics.) You have a choice of topics on the left. Choosing a different topic will give you graphics in that category. Click on a graphic to choose it then click on *Insert*. Once your graphic is in your document you can move it and resize it. To get

the text to wrap around your picture, click on the picture to select it, then go to Format-Picture. Choose *Wrapping* and pick one of the options.

**Creating a Table** If you are in a blank document you should tap the Enter key a couple times to create a blank area at the top of your document. This will enable you to return to the area above your chart to put in a title or other text. If you don't do this you won't be able to get "above" the table.

- Find the Insert Table Icon in the Standard Toolbar. It looks like a chart with a blue line across the top.
- Hold the mouse button down on the icon and pull the mouse down and to the right until you have created a table with the desired number of rows and columns. Then let go of the mouse and the table will appear in your document. Once the table is there you can change the column widths and enter data.
- You can use the regular text formatting techniques to change your table.
- You can use the tab key or the arrow keys to move around in your table

Monday	Tuesday	Wednesday	Thursday	Friday

### Working with Multiple Word Documents

You can open another document without closing the document you are working on. Follow the standard procedure to open another document. To see which documents are open and available, click on the word *Window* in your Menu Bar. Click on the document you want to switch to.

- This feature makes it easy to copy text from one document and paste it into another document. To do this just highlight the text you want to copy, then click on the copy icon or go to Edit-Copy. Then click on Window and go to the document you want to paste the text into. Choose Edit-paste or click on the Paste icon.