

Word 2003



Main Quick Reference

Word Elements

- File
- Edit
- Format
- Tools
- Window
- Help
- Outliner
- Mailings
- WordCount
- WordStatus

Basic Topics

Basic topics and
word processing
tasks.

- Creating a new document
- Opening a document
- Saving a document
- Printing a document
- Editing a document
- Formatting a document
- Inserting a document
- Deleting a document

Advanced Topics

Advanced topics and
word processing
tasks.

- Creating a new document
- Opening a document
- Saving a document
- Printing a document
- Editing a document
- Formatting a document
- Inserting a document
- Deleting a document

Top Productivity Tips and Solutions

Top productivity tips and
word processing
tasks.

- Creating a new document
- Opening a document
- Saving a document
- Printing a document
- Editing a document
- Formatting a document
- Inserting a document
- Deleting a document

Toolbars

Contains buttons for common tasks, such as saving files, checking your spelling and grammar, and inserting hyperlinks. To display or modify a toolbar, right-click any toolbar to display the shortcut menu, and then choose the toolbar you want to display or choose Customizer to add commands to a toolbar.

Rules

Two horizontal and vertical rules are used to set and view paragraph indents, tab stops, page margins, and column widths.

Task pane

Provides shortcuts for performing common tasks. Click the down arrow in the upper-right corner to display other task panes, such as Show Document, Research, and Styles and Formatting. Each task pane provides descriptive buttons to go forward and back or to the default Home pane.

View buttons

View buttons are found to the left of the horizontal task bar. These buttons help you to change the view of the current document to format, Web Layout, Print Layout, Outline, or Reading Layout.

Status bar

The Status bar provides information about the current state of your document, such as the page number, section number, and total number of pages. It also displays the position of the insertion point from the top of the page, its line number, and how many characters it is from the left margin. It also displays the word count, the number of words, and the number of characters. It also displays the word count, the number of words, and the number of characters.



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New Perspectives on Microsoft Office Word 2003 S. Scott Zimmermann,2006

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