MCB501

Manuscript Preparation
Prerequisite Knowledge

Microsoft Word 97
for Windows

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Please be familiar with the content of this outline before the first Manuscript Preparation class on July 28.

If you have any questions, please call me at 295-3358 or come see me at the computer support desk on the first floor of the LRC between the hours of 9:00 am and noon Monday – Friday.

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I. Definition

A. Word Processor

A program used to create and print text documents that might otherwise be prepared on a typewriter. The key advantage of word processor is its ability to make changes easily, such as correcting spelling, changing margins, or adding, deleting, and relocating entire blocks of text. Once created, the document can be printed quickly and accurately and saved for later modifications.

B. Popular Word Processors

Microsoft Word (Mac & Windows)
Microsoft Works (Mac & Windows)
Corel WordPerfect (Mac & Windows)

C. Expansion of Word Processors

Now include multiple utilities such as:

- Graphing tools
- Drawing tools
- Grammar checker
- Thesaurus
- Table functions
- Page layout options

II. An Overview of Word

A. Word Screen Architecture

1. Title bar - The title bar is the horizontal bar at the top of the document window which contains the name of the document (on the left), the Minimize, Maximize, and close buttons, (on the right.
2. Close Buttons - The close button(s) look like an X in the upper right hand corner. The top most close button in the application close button. When it is clicked, all documents will close and the application will quit. Document close buttons are found in the upper right corner of the document windows. When a document close box is clicked, only that document will close and the application will remain open.
3. Restore Window button - The Restore Window button is found next to the Close button for both the application and the document. It allows you to switch between floating and fixed windows.
4. Minimize Window Button - The Minimize Window button is found next to the Restore Window button for both the application and the document.
5. Toolbars - The toolbars can either be “attached” to edges of the document window or “floating” anywhere on the screen. The toolbar contains buttons to quickly access commonly used Word commands. The buttons have assigned defaults, but are customizable to fit your needs.
6. Ruler - The ruler is right below the toolbars. It shows the left and right margins, indents and tab stops. It also allows you change those settings for all or part of a document.
7. Scroll bars - Scroll bars are found along the right hand side and along the bottom of the screen. They are used to view the document.

8. Arrows - Arrows are found at each end of the scroll bars. When you click on an arrow, the document will move in that direction one line/5 spaces.
9. Scroll box - The scroll box is a gray box found between the arrows of the scroll bar. The position of the scroll box roughly indicates your current position in the document relative. You can click in the scroll box and drag it to another position in the document. Note that the page number in the lower left hand corner changes as you move the scroll box up and down.
10. Size box - The size box button is only available whe the document or application window is floating. The size box is the symbol located in the lower right hand corner of the document window. It allows you to change the size of the window by pointing to the symbol, clicking and holding the mouse Button, and dragging the symbol towards or away from the center of the window, depending on whether you want to make the window smaller or larger.
11. Status bar - The status bar is at the bottom of the screen. It gives you information about the document, such as which page number you are on, which section you are in, etc.
12. Selection Bar - The narrow white space to the left of the first characters on a line.

B. Menu overview.
1. File - Manages and prints files (Save, Print, Print Preview); layout options for current document (Page Setup).
2. Edit - Insert/edit text; copy/paste text and formats; Finds/replaces text (including special and invisible characters and text formats);
3. View - Chose document view; manage toolbars; show ruler; open header(s)/footer(s)
4. Insert - Insert footnotes, page breaks, graphics, symbols and objects; manage table of contents and index
5. Format - General formatting Commands (Character, Paragraph, Styles); define bullets and numbering.
6. Tools - Checks spelling and grammar; Hyphenates; Sorts; Calculates figures; Set Word's options; Mail Merge.
7. Table - Allows you to insert and format a table.
8. Window - Select a document window for an open document
9. Help - Word's on-line help options.

C. Cursor shapes
1. The selection arrow - the selection arrow appears when you are in the menu, the toolbars, the title bar or in the scroll bars. The selection arrow is used to select menu items, ruler and toolbar icons, and to manipulate the scroll bars.
2. The I beam - Also known as the insertion cursor, the cursor only looks like an I beam when it is in a text area. You can insert the I beam anywhere in a document anywhere to add or delete text, or you can drag over text with the I beam to select the text to changing the style of the text or to delete the text.

3. The right arrow - The right arrow appears when you are in the selection bar, found to the left of the left hand margin. When you are in the selection bar and press the mouse Button, the line next to the arrow will be selected.
4. The hourglass - When your cursor looks like an hourglass, the computer is processing information and cannot accept any keyboard or mouse commands. When the watch disappears, you may issue more commands.

III. Working with Documents

A. Managing Documents

1. Opening Documents
   a. Select **Open** from the **File** Menu.
   b. Select a document.
   c. To see information about the document, click the **Properties** button.
   d. To preview the document, click the **Preview** button.
   c. Click the **Open** Button.
2. Creating New Documents
   a. Select **New** from the **File** Menu.
   b. Click on a template. Click on **Blank Document** for the default settings.
   c. Click the **OK** button.
3. Saving Documents
   a. Save as - Enables you to name the document and select a different destination. You must use the **Save as** option the first time you save your document.
      1. Select **Save as** from the **File** Menu.
      2. Type in a name for the document. If long file names is turned on, the title can be up to 255 characters in length, and accepts all characters except the back slash and the colon; however, we recommend that you keep the name of the document shorter than the length of the title box. If long file names is not turned on, the title is limited to 8 characters plus a 3 character extension and spaces, backslashes, forward slashes and colons are not allowed.
      3. Click the **Save** button
   b. Save - Updates changes to an already Saved document.
4. Printing Documents - Make sure you save your document before printing.
   a. Select **Print** from the **File** Menu.
   b. Specify number of pages and number of copies. Click the **OK** Button.
5. Closing Documents
   a. Click in the close box located in the upper right hand corner of the document window.

      OR

b. Select **Close** from the **File** Menu.

B. Document Views

1. **Normal view** - The main body of your text appears in a continuous stream of paragraphs without some of the features that will appear when you print your document. If you text is formatted in multiple columns, the text is displayed in one column at the left side of the page. Page numbers, headers, footers and footnotes are not visible. Since the display is primitive, editing is fast and responsive. This is the default view format.
2. **On-line Layout View** - This is the best view for displaying and reading documents on the screen. To switch to On-line Layout View, select **On-line Layout** from the **View** Menu. To switch back to Normal View, select **Normal** from the **View** Menu.
3. **Page Layout View** - The document appears as it will look when printed and you may continue to type, edit, and format text. It is as though you are able to revise a printed copy of your document right on the screen. In page view, you may edit headers, footers, and footnotes right on the page which they belong. The display will be slower than Normal view in this mode. To switch to Page Layout View, select **Page Layout** from the **View** Menu. To switch back to Normal View, select **Normal** from the **View** Menu.
4. **Outline View** - The document appears in an outlined format. The ruler changes to allow you to manage your outline. You can choose to display only headings--temporarily hiding the text beneath them, drag a heading to another place in the outline--all supporting subheadings and text automatically move with the heading, and raise or lower a heading's level of importance in the outline. To switch to Outline View, select **Outline** from the **View** Menu.
5. **Print Preview** - This view show gross page layout in a reduced view. It displays two pages side by side, and you cannot edit and format the document as you can in Page View. You can only adjust certain features of the page layout such as page numbers and margins. To switch to Print Preview, select **Print Preview** from the **File** Menu.

C. Editing Text

1. Selecting text
   a. Character - Drag over it.
   b. Strings - Drag over the text.
   c. A word - Double-click anywhere in the word.
   d. A line - Click the selection bar to the left of the line. The cursor will change from a left arrow to a right arrow when you are over the selection bar.
   e. A sentence - Hold down the Command key and click anywhere in the sentence.
   f. A paragraph - Double-click in the selection bar next to the paragraph.
   g. The entire document - Hold down the Command key and click in the selection bar, or choose **Select All** from the **Edit** Menu.

2. Inserting text
   Click the mouse where you would like to insert text.
3. Deleting text
   a. Select the text to be deleted and press the delete key.
   b. Backspace over text by pressing the delete key and deleting one character at a time.
4. Replacing texta. Select the text to be replaced.
   b. Type or paste in the replacement text.
5. Moving text
   a. Cut and Paste
      1. Select the text to be moved.
      2. Select **Cut** from the **Edit** Menu.
      3. Using the mouse, click where you want the text to be moved.
      4. Select **Paste** from the **Edit** Menu.
   b. Drag and Drop -- If turned on
      1. Select the text to be moved.
      2. Click and hold the mouse button down anywhere in the selected area and drag the text to it's new location
6. Copying text
   a. Select the text to be moved.
   b. Select **Copy** from the **Edit** Menu.
   c. Using the mouse, click where you want the text to be copied.
   d. Select **Paste** from the **Edit** Menu.

D. Formatting Text
1. Font styles and sizes
   a. <u>Font</u> - A collection of letters, numbers, punctuation marks, and other typographical symbols with a consistent appearance.
      To change the font of text you have already typed:
      1. Select the text you want to change.
      2. Select a different font from **Font** Menu on the tool bar.
      To change the font of text you are about to type:
      1. Place the cursor where you want the new text to go.
      2. Select a different font from the **Font** Menu on the tool bar.
      3. Type the text. The text will appear in the new font.
   b. <u>Style</u> - A stylistic variation of a font, such as italic, underline, shadow, or outline. To select a style, click a style button located on the Toolbar.
      To add a style:
      1. Select the text for which you want to add a style.
      2. Click a style button on the tool bar

      -OR.

      1. Select the text for which you want to add a style.
      2. Select **Font** from the **Format** Menu.
      3. Select a style or underline type for the current font.
      4. Click the OK button.

c. Size - Points is the unit of measurement for sizing type, where 72 points = 1 inch. The range is usually 4 - 16383 pts. To select a point size, select it from the **Font Size** Menu on the toolbar, or click on the current size once to select it and type in a new size.

To change the font size of text you have already typed:

1. Select the text you want to change.
2. Select a new size from the **Font Size** Menu on the toolbar, or click on the current size once to select it and type in a new size.

To change the font size of text you are about to type:

1. Place the cursor where you want the new text to go.
2. Select a new size from the **Font Size** Menu on the toolbar, or click on the current size once to select it and type in a new size.
3. Type the text. The text will appear with the new size.

2. Monospaced vs. Proportional spaced fonts

a. Monospaced fonts - Courier

In a monospaced font, the width of the space each character occupies is the same for all characters. This way, an "i" and a "W" occupies the same amount of space. This is particularly useful if you are going to be performing any type of data translation or exchange (such as with the VAX).

b. Proportional spaced fonts - All the rest

In a proportional spaced font, the width of the space corresponds to the actual width of the character. This way, an "i" occupies less space than a "W". Typographers and publishers prefer proportional spaced fonts for looks and readability.

E. Formatting Documents

1. Page Orientation - Page orientation refers to which way the page will be printed.

Tall/Portrait Orientation - Prints lines across the width of the page.

Wide/Landscape Orientation - Prints lines across the length of the page.

To change the Page Orientation, select **Page Setup** from the **File** Menu. Click on the **Paper Size** tab and click the circle next to Portrait or Landscape. The preview box will change depending on your selection.

2. Margins

a. Select **Page Setup** from the **File** Menu.
b. Click the **Margins** tab.
c. Select the contents of the box next to Top: and type in a size for the top margin. Press the Tab key to move to the next block, and type in a size for the bottom margin. Repeat for the right and left margins.
d. Make sure that Apply to: is set to Whole Document in the lower left hand corner.
e. Click the **OK** button.

3. <u>Headers and Footers</u> - Headers and Footers gives you a way to print something on every page, either at the top of the page (header) and/or at the bottom of the page (footer). This is particularly useful if you want your name to appear on every page or if you are using page numbers.
   a. Inserting/editing a header/footer
      1. Select **Header and Footer** from the **View** Menu.
      2. To switch between the header and footer, click the appropriate button on the Header/Footer toolbar.
      3. Type and format the text you want to appear on every page.
      4. Click the Close button when you are done.
   b. Inserting page numbers, the date, or the time in a header or footer
      1. Select **Header and Footer** from the **View** Menu.
      2. To switch between the header and footer, click the appropriate button on the Header/Footer toolbar.
      3. Align the cursor where you want the page number, etc. to appear. (i.e. if you want you page number centered, click the center icon on the formatting toolbar.)
      4. Click the button for information you want to appear. (the pound sign for page number, the calendar for date, and the clock for time.)
      5. Click the Close button.
4. Page numbering
   a. Place page numbering in the header or footer as instructed above.

      OR

   a. Select **Page Numbers...** from the **Insert** Menu.
      1. Select **Page Numbers...** from the **Insert** Menu.
      2. Select the Position and Alignment from the pop-up menus.
      3. Click the **OK** button..

F. Formatting Sections

By default, a document will only have one section unless you create another one. **You would create more sections for the following reasons:**

- The column layout changes from page to page
- The endnotes are to go at the end of a section rather than the end of the document. For example, if you are writing a text book and need the footnotes to go at the end of a chapter.
- The page numbers start at a specific number or appear in a different format. For example, if you have several pages that are not to be numbered or if the page numbers change from 123 to abc in the middle of the document.

1. Creating a New Section
   a. Place the cursor on a blank line between the 2 sections.
   b. Select **Break** from the **Insert** Menu.
   c. Click on an option under Section Breaks.
      Next page: Forces new section onto next page.
      Continuous: Allows both sections to appear on the same page.
      Even page: Forces new section onto the next even page.

Odd page: Forces new section onto the next odd page.

2. Changing Section formats.
   a. Go to the section that you would like to change.
   b. Select what you want to change (i.e. Columns from the Format menu, Headers/Footers, or options in the Page Setup command.)
   c. Make sure that under **Apply to**: it says *This Section*.

G. Formatting Paragraphs

The paragraph is the fundamental unit for MS word. A paragraph is defined as a string of characters followed by a Return. Microsoft does have a word-wrap function, so you do not press the return key until you are ready to end a paragraph. If you would like to go to the next line without ending a paragraph, you must put in a line feed rather than a return by holding the Shift key down and pressing the return key.

1. Use tabs!!!
   a. To set tabs, click on the ruler where you want the tabs to appear. The type of tab that appears depends on which type is indicated to the left of the ruler.
      - **Left justified tab (default tab)** - Words aligned on this type of tab will be aligned along the left side of the word.
      - **Center tab** - Words aligned centered in reference to the tab.
      - **Right justified tab** - Words aligned on this type of tab will be aligned along the right side of the word.
      - **Decimal tab** - This tab is used for aligning columns of numbers that contain decimal points. The column will align on the decimal point.
   b. Microsoft automatically places tabs every 0.5 inch, however those tabs are deleted if you create ones of your own.
2. Indents - Indents the first line after any hard return.
   a. If the ruler is not shown, select **Show Ruler** from the **View** Menu.
   b. Drag the top half of the Left Margin Triangle in the Ruler over 0.5 inch.
3. Paragraph spacing
   a. To put space before each paragraph:
      1. Select **Paragraph** from the **Format** Menu.
      2. Type in the number of points you want next to Before: (usually between 6 and 14 points).
   b. To put space after each paragraph:
      1. Select **Paragraph** from the **Format** Menu.
      2. Type in the number of points you want next to After: (usually between 6 and 14 points).

4. Paragraph Alignment - There are 4 alignment icons on the toolbar. Each one refers how MS Word aligns you text to the page. They are as follows:
   - **Left Aligned -** Text is aligned along the left hand margin.
   - **Center -** Text is centered in reference to the right and left margins.
   - **Right Aligned** - Text is aligned along the right hand margin.
   - **Justify -** Text is stretched or condensed so that the text is aligned on the left and right hand margins

H. Page breaks
1. Calculated page break - Microsoft Word figures out where the page break should go based on the margins, font, sized, etc.
2. Forced page break - You place the page break where you want it, like at the end of a title page, by:
   Selecting **Break** from the **Insert** Menu,
   Click on Page Break,
   Click the OK button.

I. Navigation
1. Scrollbars
   a. Click on the arrows to go up/down one line at a time.
   b. Click on the gray area to go up/down one screen at a time.
   c. While in page view, you can click on the PgUp/PgDn arrows found to the left of the horizontal status bar.
2. Find - Allows you to find a word or a string of characters
   a. Place the cursor at the beginning of the document. Note that the find command begins where the cursor is and not at the beginning of the document. If you reach the end of the document, Microsoft Word will ask you if you want to continue at the beginning.
   b. Select **Find** from the **Edit** Menu.
   c. Type in the characters you would like to find. (If it is a whole word, click the box next the "Whole word".)
   d. Click the **Find Next** Button until you find the instance that you want, then press the **Cancel** Button.
4. Replace - Allows you to search for a word or a string of characters and replace it with another word or string of characters
   a. Select **Replace** from the **Edit** Menu.
   b. Type in the characters you would like to change.
   c. Type in the replacement characters.
   d. Click the **Find Next** or the **Change All** Button.
   e. Click either the **Change** Button or the **Change All** Button.
      The Change Button will change the word selected and search for another instance of that word.
      The Change All Button will change all instances of the word selected.
5. Keyboard shortcuts - The keyboard shortcut is shown to the left of the Menu items.

J. Spell and Grammar Checking
   1. Selections - Used to check a word or small group of words.
      a. Select the word or group or words you would like to check.
      b. Select **Spelling and Grammar** from the **Tools** Menu.
      c. When the computer finds a word that it does not recognize or a grammatical error, the word or error will appear in the checker's window. If it is a misspelled word, you can then either type in a corrected word or select a word from the suggest list and click the **Change** or **Change all** Button. Click the **Ignore** or **Ignore All** Button and Microsoft Word will leave the word alone, or click the **Add** button, and Microsoft Word will add the word to the user dictionary. If it is a grammatical error, you will be given the option to correct the error by clicking the **Change** button or to leave it alone by clicking the **Ignore** button.
   2. Global checking - With nothing selected, select **Spelling and Grammar** from the **Tools** window, and follow steps b - c above.

IV. Help -

The Help menu lists the on-line help options. Below is a quick description of each item in the menu.

After you select this option, your cursor will look like a question mark. The next time you select or click on an item, a box describing it will appear.

Special help options for people who are used to Word Perfect.

Gives information on Microsoft Word such as the version, and copyrights. Lists technical support numbers.

Brings up the Office Assistant (aka Paperclip Guy) to answer any questions you may have.

Allows you to perform a text search in Microsoft Word Help for a topic you specify.

Lists Microsoft help resources found on the Internet.