



Getting Started

Opening a New File

To open a new file:

1. Select **N**ew from the **File** menu or press **Ctrl + N**.
2. Choose **Blank Document** or select from one of Word's built-in templates from the **Other** tab: **Forms & Pages**, **Newsletters**, **Reports**, **etc.** For more information on templates, see **Working with Templates** on page 4.

Opening an Existing File

To open an existing file:

1. Select **O**pen from the **File** menu or press **Ctrl + O**.
2. In the **Look In** box, click the drive, folder, or Internet location that contains the document.
3. In the **Folder List**, double-click folders until you open the folder that contains the document you want.
4. Double-click the document you want to open.

To save a file as a document:

1. In the **File** menu window, click the **Save** button.
2. Select the properties to search (File Name, Contents, and then the Property you'd like to save).
3. Choose the conditions and then type in a name in the **Name** field.
4. To expand the search to include folders inside the selected folder, check the **Include Subfolders** checkbox.

Correcting Spelling Mistakes

Word 97 has a feature to correct common spelling in documents. Word checks spelling as you type, underlining the base of any misspelled words or words as they are typed by underlining the misspelled word with a wavy red line.

Example: Microsoft Word corrects highlighting because when a misspelled word

1. If Word 97 highlights a word as misspelled, right-click on the word.
2. The possible correct spellings will be listed. If you want to choose one of these click on the one spelling and it will replace the misspelled word.
3. If the highlighted word is not actually misspelled it may be a word that is not currently in the dictionary of Word 97. The user can choose to add the word to the dictionary by right-clicking on the word in question and selecting **Add** from the menu. Or the user can choose to ignore the word by the remainder of the current document by clicking on **Ignore All**.
4. If the word is misspelled you may also choose the **AutoCorrect** feature which will correct the current instance of the word and also automatically correct any future instances of the same misspelling.

Correcting Grammatical Errors

Word 97 also contains a grammar-check feature to automatically check your grammar as you type. Problems sometimes are indicated with a wavy green line.

Example: Word 97 uses green lines to indicate grammatical problems.

1. When a grammar problem is indicated, right-click on the underlined section to view the problem.
2. To accept the grammar suggestion, click on the suggested solution and the new phrasing will be substituted for the incorrect one.
3. To ignore individual grammar suggestions, select **Ignore Problems**.

Stopping Spelling and Grammatical Errors

To stop spelling or grammatical errors:

1. Right-click on the back of the bottom of the Word 97 window.
2. Choose **Hide Spelling Errors** to turn off the spelling error indicators.
3. Choose **Hide Grammatical Errors** to turn off the grammatical error indicators.
4. Click on **Options** to customize the error checking individual procedures.

Note:

This icon means there is a spelling mistake in the document.

This icon indicates that all words in the document are spelled correctly.

Saving Documents

To save the current file:

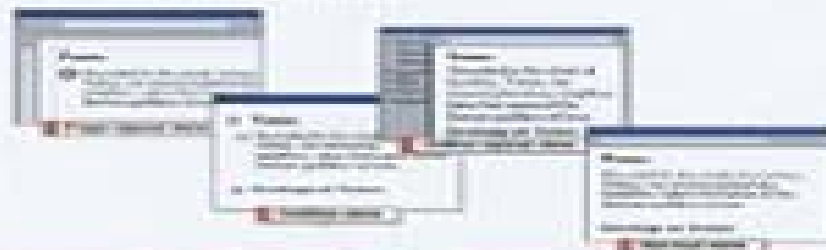
1. Select **S**ave from the **File** menu or press **Ctrl + S**. Then choose the current document under a different file name, click **New Name** on the **File** menu.
2. Choose the desired location to save the file. (The default location for saving files is **C:\My Documents**.)
3. In the **File** name box, type a name for the document.
4. Click **Save**. (Note: The default format is Microsoft Word 97, a list of the file formats and their uses can be found in the **WordHelp** file.)

Screen Views

To change between **Normal**, **Outline**, and **Page Layout** views, select the desired view from the view buttons or simply click the appropriate button at the bottom-left corner of the screen.

- Normal View**—allows simple text formatting and layout without images.
- Outline View**—decreases size of text for easier readability. You can go to various sections of documents by clicking on the appropriate heading in the left frame.
- Page Layout View**—shows how objects will be arranged on the page when printed. Good for viewing and editing a document with embedded images.
- Outline View**—decreases the size of text for easier readability. You can go to any section of the document by clicking on the appropriate heading in the left frame.

The **Printed** button, taken from Microsoft Word 97 Help, uses a graphical representation of the different views.



Microsoft Word 97 Quick Source Guide

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Microsoft Word 97 Quick Source Guide:

Microsoft Word 97 Quick Source Guide: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels enthralling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the fascinating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Microsoft Word 97 Quick Source Guide : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papan, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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