



## Getting Started

### Word 2003 Window



- **Menu Bar** - contains all tools for use with Word 2003.
- **Standard Toolbar** - contains shortcuts for standard Word actions and tools.
- **Formatting Toolbar** - contains shortcuts for applying formatting features to your document.
- **Document Pane** - displays your document.
- **Task Pane** - provides quick access to help, select tasks, and a workspace.
- **Task Pane** - displays tasks according to the selected category. Note: To hide or display a toolbar, select **Toolbars** from the **View** menu and select the toolbar from the resulting menu.

### Using the Task Pane

The task pane includes commonly used dialog boxes. For example, when you select **New** from the **File** menu to create a new document, the **New Document** pane will appear in the task pane.

- To change the task category, click the down arrow on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** or **Forward** buttons, or click the **Home** button to return to the **Getting Started** task pane.
- To open or close the task pane, select **Task Pane** from the **View** menu or press **Ctrl + F7**. To quickly close the task pane, click the **Close** button in the upper-right corner of the pane.



### Using the Getting Started Task Pane

The **Getting Started** task pane appears whenever you open Word 2003. It allows you to search for topics, open recent documents, create a new document, and access Microsoft Office Online.

### Using Smart Tags

Smart Tags enable you to perform actions that you would normally need to do when using buttons to do. For example, when you type a person's name, the **Smart Tag Actions** button will appear. Click the button to insert from a list of options, such as sending an e-mail, inserting an address, or scheduling a meeting. Note: To customize Smart Tags or to learn more about on/off, select **AutoCorrect Options** from the **Tools** menu and click the **Smart Page** tab.

### Creating a New Blank Document

1. Select **New** from the **File** menu. The **New Document** task pane will appear.
2. In the **New** section, click the **Blank document** shortcut. Note: To quickly create a new **Blank document**, press **Ctrl + N** or click the **New** button on the **Standard** toolbar.

### Creating a New Document from a Template

1. Select **New** from the **File** menu. The **New Document** task pane will appear.
2. In the **Templates** section, do one of the following:
  - Click the **On my computer** shortcut to select a template stored on your computer. Select the template and click the **OK** button.
  - Create a word or phrase in the **Search online** text box and click the **Go** button to search for templates online.
  - Click on the **Template Source** page shortcut to go to the Microsoft Office Online Template Source page.

Note: If you have already used a template, it will appear on the **New Document** task pane under **Recently used templates**. Click on the template shortcut to open it.

### Opening a Document

1. Select **Open** from the **File** menu or press **Ctrl + O**, or click the **Open** button on the **Standard** toolbar.
2. Locate and select the document that you want to open.
3. Click the **Open** button. Note: The **Getting Started** task pane displays the most recently opened documents. Click a document name to open the document.

### Saving a Document

1. Select **Save** from the **File** menu.
2. Select the location where you want to save the document.
3. Enter a file name in the **File name** box.
4. Click the **Save** button. Note: To quickly save after the initial save, press **Ctrl + S** or click the **Save** button on the **Standard** toolbar.

### Saving a Document as a Web Page

1. Select **Save as Web Page** from the **File** menu.
2. Select the location where you want to save the document.
3. Enter a file name in the **File name** box.
4. Optional: Click the **Change file** button, enter a title in the **Page title** box, and click the **OK** button. (This is the title that is displayed in the title bar of the Web browser.)
5. Click the **Save** button.

### Using the Research Task Pane

The **Research** task pane provides access to resources such as a dictionary, thesaurus, encyclopedias, translation, and Web words.

1. Select **Research** from the **Tools** menu or click the **Research** button on the **Standard** toolbar.
2. Enter a word or phrase in the **Search for text**.
3. Select a reference book or research site to search.
4. Click the **Start searching** button.
5. Click a plus sign to expand reference books and links.

Note: The **Research** task pane requires an Internet connection in order to access all features.



# Microsoft Word 2003 Quick Source Guide

**Glen Coulthard, Sarah Hutchinson-  
Clifford, Ann Miller**



## **Microsoft Word 2003 Quick Source Guide:**

*Microsoft Word 2003 Quick Source Guide* Quick Source,2003-11-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Word 2003 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software Topics include Using the NEW Getting Started Research and Getting Help Task Panes Creating Opening Saving Previewing Printing E mailing and Reviewing a Document Setting Page Margins and Orientation Creating Headers and Footers Inserting Page Numbers Symbols Date Time Clip Art and Pictures Creating Lists and Tables Selecting Cutting Copying Pasting and Aligning Text Applying Bold Italics or Underline Using the Format Painter Checking Spelling and Grammar Using Word Count Repeat Undo Redo Find Replace AutoFormat AutoCorrect AutoComplete and the NEW Restrict Permission and Reading Layout features and much more An excellent instructional tool for a user Excel 2003 it also serves as a handy reference tool for the more experienced user *Microsoft Office Word 2003* Carol M. Cram,Jennifer A. Duffy,Jennifer Duffy,2004 Help users master computer skills quickly and easily with this colorful highly visual Illustrated Course Guide for Word 2003 Benefits Reinforce skills and concepts with extensive exercises and projects provided at the end of each unit Get your course up and running quickly with help from the Instructor Resource CD ROM available with each book Resources include a syllabus test bank instructor s manual figure files and solution files Enrich your distance learning course with our free content available for use with WebCT Blackboard and MyCourse 2 1 Prepare users for Microsoft Office Specialist certification many of our Microsoft Office application titles are Microsoft Office Specialist certified [Advanced Microsoft Word 2003](#) Joanne Marschke Arford,Judy Dwyer Burnside,2005 Instruction and practice in advanced Word features as well as important desktop publishing terms and concepts Applications designed to develop skills in critical thinking decision making and creativity to reinforce collaborative learning as students plan design and evaluate business documents Instruction and practice in creating Web pages and PowerPoint presentations Guided step by step exercises leading to independent challenges Publisher **The Complete Guide to Writing & Publishing Your First e-Book** Martha Maeda,2015-02-06 The advent of Amazon s Kindle in 2007 allowed millions of writers to make the leap from paper to the electronic screen Several eReader competitors recently joined the ring introducing products such as the Apple iPad Barnes Noble Nook the updated Sony Reader and Samsung Papyrus The publishing world is experiencing a revolution with these electronic readers and you can catch up to speed by learning the ins and outs of publishing with this low cost high profit publisher The Complete Guide to Writing Publishing Your First eBook is a guide for anyone who s dreamt about becoming a published author and is intrigued by the profitable new prospect of ePublishing but didn t know where to start EBook sales hovered around 500 million at the end of 2009 and are steadily climbing If you re passionate about writing and using new technology to market yourself and your work this book will explain how you can do what you love and increase your earning potential Start off with understanding what an eBook is and the differences between

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