

TECHNOVenture

For Microsoft Office 2003 Student Workbook



TECHNOeBooks

Project-based Computer Curriculum eBooks



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TECHNOVenture

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SESSION 1

INTRODUCTION TO MICROSOFT WORD

Throughout the TechnoVenture project you will use Microsoft Word to complete the various assignments related to taking an idea and turning it into a viable business plan. In this session, you learn about the Microsoft Word environment such as; menu bars, Formatting toolbar, and Standard toolbar.

ASSIGNMENT 1 INTRODUCTION TO MICROSOFT WORD

ASSIGNMENT 2 THE MENU BAR

ASSIGNMENT 3 THE STANDARD TOOLBAR

ASSIGNMENT 4 THE FORMATTING TOOLBAR

ASSIGNMENT 5 APPLY YOUR KNOWLEDGE

Assignment 1 INTRODUCTION TO MICROSOFT WORD

Read the information and then answer the questions.

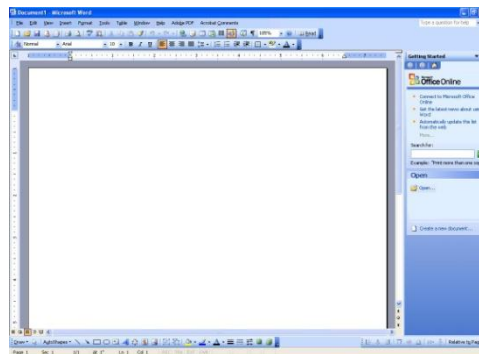
Introduction to Word Processing

Microsoft Word is software that creates attractive and professional-looking documents quickly and easily. Word processing offers many advantages over typing. The information inputted in a word processing document is stored electronically on the computer so it is easy to revise and reuse it in other documents. Editing tools allow text to be inserted and deleted, information moved from one part of a document to another, and spelling and grammar to be checked. In addition, changing the appearance of text, adding lines or graphics and creating tables, can enhance documents.

1. List 3 benefits of using word processing software. (3)

Launch Microsoft Word

- ✓ Launch Microsoft Word by selecting **START – All Programs – Microsoft Word**.
- The Microsoft Word window opens.



The Title Bar

At the very top of the window is the *Title Bar*. On the left side of the title bar is the Word icon, the name of the document, and the name of the program. If the Title Bar is colored as opposed to greyed, it designates the active window. On the right side of the title bar are three very important buttons called the Window control buttons: the *Minimize* button, *Maximize or Restore Up/Down* button, and the *Exit or Close* button.



2. Label each button located on the title bar. Hint: Rest the mouse pointer over each button to view the name. (4)



The Menu Bar

The second line displayed in the document window is the *menu bar*. The menu bar contains the File, Edit, View, Insert, Format, Tools, Table, Window, and Help menus as well as a "type a question for help" box to quickly find the answers you need. To view the available choices within a menu, click on the menu name. A list of commands appears with options that if selected will activate various features of the program. If a feature is grayed out it means that the option is currently unavailable.



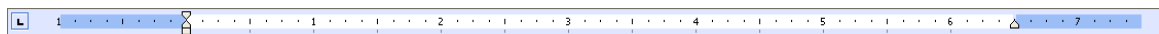
The Toolbars

Each toolbar contains buttons for the most frequently used commands. Clicking buttons on a toolbar is often faster than using menu commands. Word provides over a dozen different toolbars, although normally only two or three are displayed at any one time. Microsoft's factory settings display only the *Standard* and *Formatting* toolbars. Other toolbars include AutoText, Clipboard, Control Toolbox, Database, Drawing, Forms, Frames, Picture, Reviewing, Visual Basics, Web Tools, and Word Art.

- ☞ Click the View menu, point to *Toolbars* and select or deselect any toolbar from the list.

The Ruler

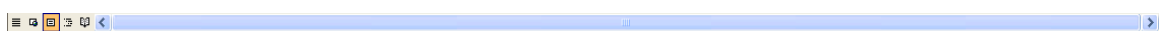
The Ruler allows for quick changes to the tab settings, paragraph indents, and document margins.



- ☞ Click on the icon in the far-left side of the Ruler to change the type of Tab.
- ☞ Click the position on the Ruler that you want to place the tab.
- A tab marker appears on the ruler.
- ☞ To remove the marker, just drag it off the Ruler.

The Scroll Bars

Scroll Bars allow quick movement both vertically (on the right side of the document window), and horizontally (at the bottom of the document window). Included on the Vertical scroll bar are various options for navigating within a document. Included on the Horizontal scroll bar are icons to change the ways to view a document: Normal, Web Layout, Print Layout, Reading Layout and Outline Views. Each view offers features that are useful for working on different types of documents.



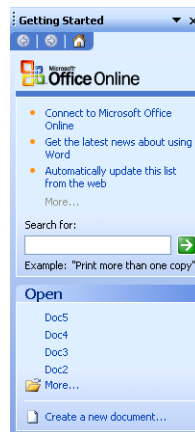
The Status Bar

The bottom line of the document window is the Status Bar. The Status Bar displays the page number, section number, total number of pages in the document, and position of the insertion point. The Status Bar is always present unless the Full Screen view is selected or the bar has been turned off.



The Task Pane

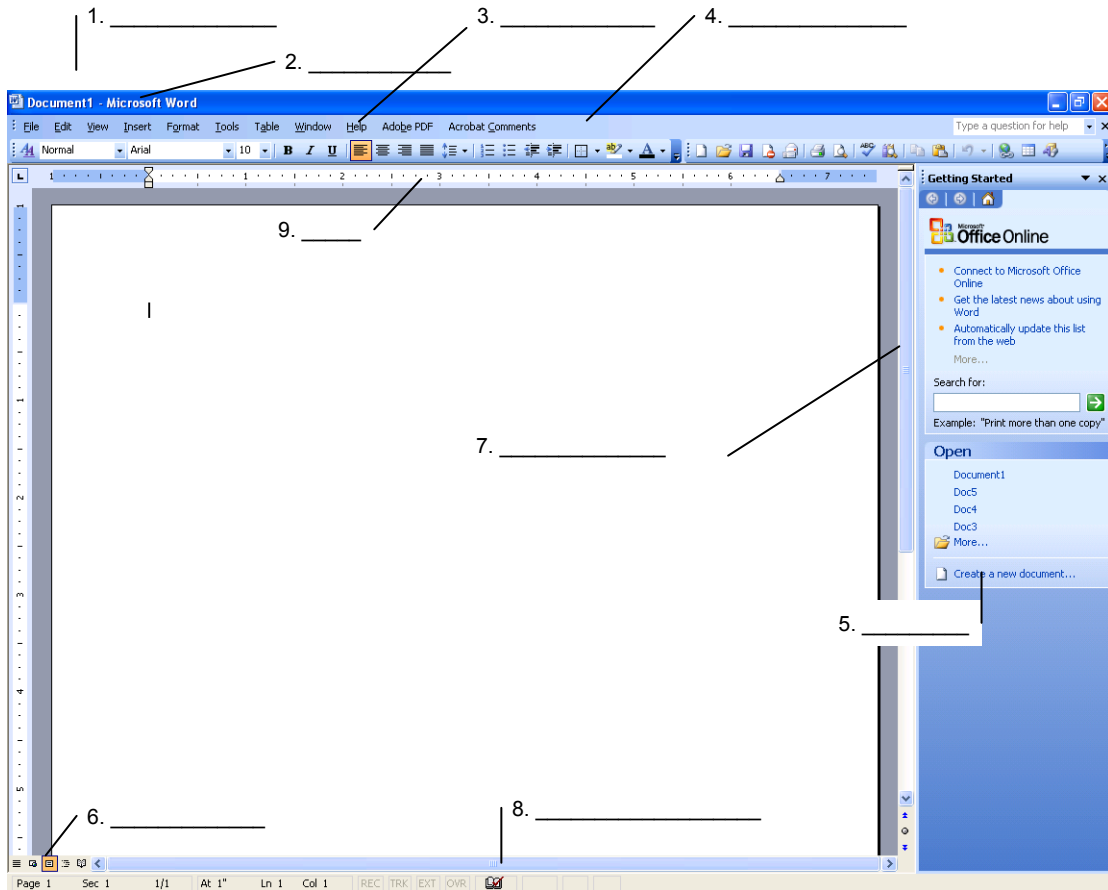
The Task Pane appears along the right edge of the document window when Microsoft Word opens. If it is not visible you can turn it on by selecting *Task Pane* from the View menu. The Task Pane enables you to quickly access command related to a specific task without having to use menus and toolbars.



The Microsoft Word Environment

3. Label parts of the Microsoft Word environment. (9)

- | | | | | |
|--------------|------------|-------------------------|-----------------------|----------------------|
| ▪ status bar | ▪ ruler | ▪ horizontal scroll bar | ▪ task pane | ▪ formatting toolbar |
| ▪ title bar | ▪ menu bar | ▪ standard toolbar | ▪ vertical scroll bar | |



Total: /16

Assignment 2 THE MENU BAR

Read the information and then answer the questions.

Learn about the Menu Bar

The menu bar is a strip across the top of the document window that displays the names of the menus that contain Word commands. Clicking a menu name displays a list of commands. The menu begins with the word *File* and continues with *Edit*, *View*, *Insert*, *Format*, *Tools*, *Table*, *Window*, and *Help*.



There are 3 types of commands listed on a menu. The first is simply the command itself. If it is clicked on a direct action occurs. The second is a command followed by three dots, for example *Zoom...* This type of command activates a dialog box from which further options are selected. The final type of command is one that has an arrow beside. This command has submenus, which list various choices related to the command. For example on the Edit menu, the Toolbars command lists over 10 different options in the submenu that are all the available toolbars that can be activated.

1. A command that opens a dialog box has the following characteristics, (1)
 - a. arrow
 - b. lines
 - c. dots

4. A command that activates a submenu has the following characteristics, (1)
 - a. dots
 - b. arrow
 - c. lines

The File Menu

There are several options available on the File menu that relate to managing the active document or file. What commands are on the File menu?

- ☞ Click the *File* menu and view the available commands.
- ☞ Microsoft Word 2003 as default, remembers the recently used commands and displays them on the menus. To view the contents of the entire menu place the mouse pointer over the double arrows located at the bottom of the menu.



NOTE: After a short delay, an active menu will fully expand to show all options without having to click the double arrows.

5. List the commands on the File menu. (15)

The Edit Menu

The Edit menu is located to the right of the File menu. There are several options available on the Edit menu that relate to editing the active document or file. Read the instructions below and then answer the questions.

- ☞ Click the Edit menu to view the complete list of commands.
 - Notice that there are some options on the menu that are greyed out. This indicates that the particular option is unavailable at this time.
6. What Edit command would select all the text in the entire document? (1)
- a. Paste
 - b. Cut
 - c. Select All
7. What Edit command would remove a selection of text from the document? (1)
- a. Paste Special
 - b. Copy
 - c. Cut

The View Menu

The View menu is to the right of the Edit menu. There are several options available on the View menu that relate to viewing the active document or file. Read the instructions below and answer the questions.

- ☞ Click the View menu to view the complete list of commands.
 - Read each command in the View menu.
8. The View menu contains many different options for looking at a document. Four of these commands Normal, Web Layout, Print Layout, and Outline appear as a button for quick, easy access. On which bar are these View buttons located? (1)
- a. Vertical scroll bar
 - b. Horizontal scroll bar
 - c. Status bar

The Insert Menu

The Insert menu is located to the right of the View menu. There are several options available on the Insert menu that relate to adding or inserting items into the active document or file. Read the instructions below and then answer the questions.

- ☞ Select the Insert menu to view the complete list of commands.
 - Read each command in the Insert menu.
9. Which command on the Insert menu will add a graphic to a document? (1)
- a. Picture
 - b. Date and Time
 - c. Break

10. Which command is not on the Insert menu? (1)

- a. Page Number
- b. Columns
- c. Symbol

The Format Menu

The Format menu is located to the right of the Insert menu. There are several options available on the Format menu that can change the way the text looks as well as the spacing or layout of the paragraphs. Read the instructions below and then answer the questions.

- ☞ Click the View menu to view the complete list of commands.
- Read each command in the View menu.

11. List the commands on the Format menu. (15)

The Tools Menu

Examine the Tools menu. The Tools menu is located to the right of the Format menu. There are several options available on the Tools menu that can change the way the program manages the document. Options on this menu allow many features within the program to be activated.

- ☞ Click the Tools menu to view the options.
- Read each command in the Tools menu.

12. Write down the command you would be most likely to use on the Tools menu. (1)

The Table Menu

There are several options available on the Table menu that manages rows and cells of a table in the document. Read the instructions below and then answer the questions.

- ☞ Click the Table menu to view the complete list of commands.
- Read each command in the Table menu.

13. Which command in the Table menu will add another row to a table? (1)

- a. Delete
- b. Insert
- c. Add

14. Which command in the Table menu will order the information in each cell alphabetically? (1)
- Alphabet
 - AutoFit
 - Sort

The Window Menu

The Window menu is located to the right of the Tables menu. The Window Menu offers the ability to view multiple documents. Read the instructions below and then answer the questions.

- ~ Click the Window menu to view the complete list of commands.
- Read each command in the Window menu.

15. List the commands on the Window menu. (3)

The Help Menu

The Help menu is just that; it provides help about the program. For help or information about a document feature, click the Help menu and use the Office Assistant to help find the answer. The Help menu is located to the right of the Window menu. There are many options available to help with Microsoft Word that include; Microsoft Word Help, Show/Hide the Office Assistant, Office on the Web, Detect and Repair and About Microsoft Word.

- ~ Click the Help menu to view the complete list of commands.
- Read each command in the Window menu.


16. How often do you use the Office Assistant when you do not know how to do something in Microsoft Word? (1)
- Never
 - Sometimes
 - Always






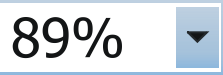

Total: /44

Assignment 3 THE STANDARD TOOLBAR

The Standard toolbar contains buttons for the most commonly used operational commands, such as opening, saving, and printing documents. Complete the table below to learn about the tools on the standard toolbar. Here are some hints to getting started:

- ✓ Place the mouse pointer over a button to have the tool name appear in a screen tip box.
- ✓ Click on the tool on the toolbar to learn its function.



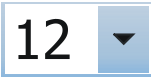














Tool	Tool Name	Function
1. 		Create a new document based on the default template.
2. 	Open	
3.	Save	
4. 		Helps prevent sensitive documents and email messages from being forwarded, edited or copied by unauthorized people.
5. 		Email a copy of the current document to a recipient.
6. 	Print	
7.	Print Preview	Display the document, as it will look when printed.
8. 	Spelling and Grammar	
9.	Research	A service that enables you to access the reference material included in Word, materials you add to the service and Internet resources.
10.	Cut	Remove a selected part of a document and place it on the Clipboard.
11. 		Copy a selected part of a document and place it on the Clipboard.
12.	Paste	Inserts cut or copied items into a document from the Clipboard.
13. 		Copy the formatting applied to one set of text to another.
14.	Undo	Reverses previous edits or formatting changes made to a document.
15. 		Repeats a reversed action or formatting change.
16. 		Insert a hyperlink to a file, web site address, or bookmark into a document.
17.	Tables and Borders	Activates the Tables and Borders toolbar.

Tool	Tool Name	Function
18. 		Insert a table by selecting the desired number of rows and columns.
19.	Insert Microsoft Excel Worksheet	Insert an Excel worksheet into a document.
20. 		Format text into one, two, three, or four columns.
21. 	Drawing	
22. 		A separate pane that displays a list of headings in the document. Use the Document Map to quickly navigate through the document and keep track of your location in it.
23. 		Display or hide the formatting characters within a document.
24. 	Zoom	
25. 	Microsoft Office Word Help	
26.	Read	This view displays your document like pages in a book. The pages are designed to fit well on your screen. You can still mark up the document with suggestions and comments as you read, and you can send it back to the author as an attachment with all of your changes.

Total: /26

Assignment 4 THE FORMATTING TOOLBAR

The Formatting toolbar contains buttons for the frequently used formatting commands, such as changing font type and size, applying bold to text, or aligning text. Match the tool button to its name and function.

	Tool	
1.		_____
2.		_____
3.		_____
4.		_____
5.		_____
6.		_____
7.		_____
8.		_____
9.		_____
10.		_____
11.		_____
12.		_____
13.		_____
14.		_____
15.		_____
16.		_____
17.		_____

- Tool Name and Function**
- A. **Underline:** Underline a selection with a single line.
 - B. **Justify:** Evenly space text between each margin.
 - C. **Increase Indent:** Increase an indent by five spaces.
 - D. **Numbering:** Create a numbered list.
 - E. **Highlight:** Highlight text. Marks text so it stands out from the surrounding text.
 - F. **Style:** A predefined set of character and paragraph format settings that you can apply to text to format it quickly.
 - G. **Decrease Indent:** Decrease an indent by five spaces.
 - H. **Align Left:** Align text to the left margin.
 - I. **Font Size:** Increase or decrease the size of text by selecting a point size.
 - J. **Font:** Alter the typeface or design of a set of characters.
 - K. **Bold:** Apply the bold font style that makes text thicker and darker.
 - L. **Italics:** Apply the italic font style to a selection that makes text appear slanted.
 - M. **Center:** Center text on the page.
 - N. **Align Right:** Align text to the right margin.
 - O. **Font Color:** Change the color of text.
 - P. **Bullets:** Create a list with small graphic symbols used to identify each item.
 - Q. **Border:** Add a horizontal or vertical line to the top, bottom, or sides of a paragraph.

Total: /17