



Word 2003

New Features / Tips and Tricks – 1 Hour Session

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Session Outline

Word 2003	Smart Tags
Customizing Word	Styles
◦ My Places	Mail Merge
◦ E-mail Options	Reveal Formatting Word 2003 Help
Views	Tips and Tricks
◦ Task Pane	Resources
◦ Reading Layout	
◦ Comparing Documents	
Track Changes	

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Word 2003 Interface

The screenshot shows the Microsoft Word 2003 interface. A red arrow points from callout 4 to the bottom toolbar. Callout 1 points to the menu bar, callout 2 to the standard toolbar, and callout 3 to the task pane on the right side of the window.

- ① Main menu bar
program commands
- ② Standard toolbar
common commands
- ③ Task Pane
extended
commands/functions
and options
- ④ Toolbars
specific function
commands like
formatting, picture
options, draw shapes

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Customizing Word – My Places

A useful feature in Office 2003 is the ability to quickly add folder shortcuts in your Open and Save dialog boxes via a feature called My Places. **Here's how to do it:**

On the **File** menu, click **Open**.

1. In the **Look in** list, click the drive and/or folder you want to create a shortcut to
2. Click **Tools**, and select **Add to "My Places"**.
3. Your shortcut appears in the **My Places** bar on the left side of the Open dialog box. The shortcut will now be available no matter which program you are using.

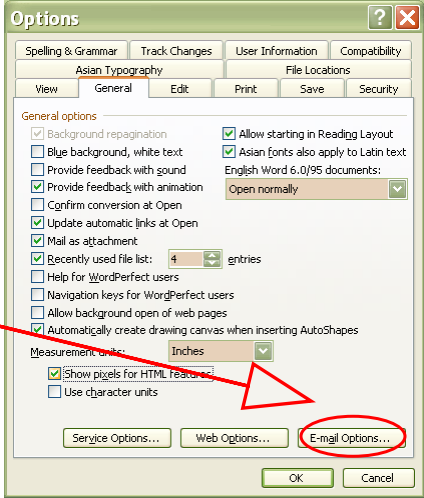
The images show the 'Open' dialog box with the 'Look in' list containing 'My Documents', 'Desktop', 'My Computer', '3 1/2 Floppy (A:)', and 'at-on-thornby\shares\te (E:)'. A red arrow points to the 'Tools' menu, which is open and shows 'Add to "My Places"' selected. Another red arrow points to the 'My Places' bar in the 'Look in' list, which now contains 'File name', 'Handouts', and 'Resources'.

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Customizing Word

Example: Set up a signature for your e-mail replies and forwards, and change the cut and paste options:

1. Select **Tools > Options** from the main menu
2. In the Options dialog box, Select the General tab, the click the Email options button to set up and select a new signature for replies and forwards.
Or, click the Edit tab, then the Settings button of Cut and Paste Options to customize the default Cut and Paste settings
3. Click **OK** twice



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Upgraded Features - Views

- One of the most noticeable areas where upgrading of features has occurred in Word 2003 is the Views available to users and what can be done in these views.
- Some new elements in Word 2003 views are:
 - [The Task Pane](#)
 - [Reading layout view](#)
 - [Comparing documents side by side](#)
 - [Mark-up view](#)

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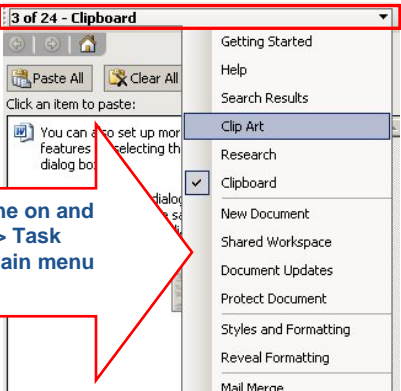
The Task Pane

- Using the Task Pane** – The Task Pane is an important new feature in the Word 2003 program. Once you have made it visible, to use it you:

Click on the Title Bar at the top of the Task Pane and choose from the following options:

 - Help
 - Search
 - Clip Art
 - Research
 - New Document
 - Styles and Formatting
 - New Document
 - Reveal formatting
 - Mail Merge
 - And several other options

To turn Task Pane on and off, select View > Task Pane from the main menu or press Ctrl+F1

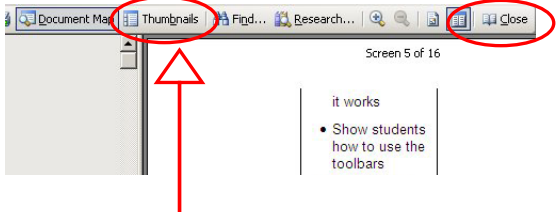


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Reading Layout

- Using the Reading Layout** – Reading layout automatically scales documents on your screen for easier reading and removes toolbars and other screen clutter temporarily. **To use it:**

Click on **View > Reading Layout** on the main menu



Click on **Thumbnails** to view small navigational images of your pages

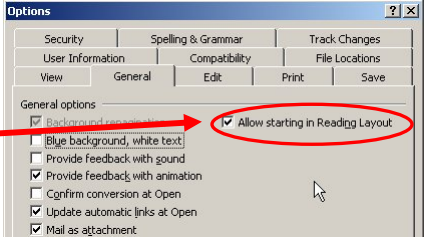
Click on **Close** to switch back to Normal view

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Reading Layout - options

- Options for Reading Layout** – When you open a Word 2003 document from another source, it should display automatically in Reading Layout. You can easily change this default by doing the following:
 - Select **Tools > Options** from the main menu

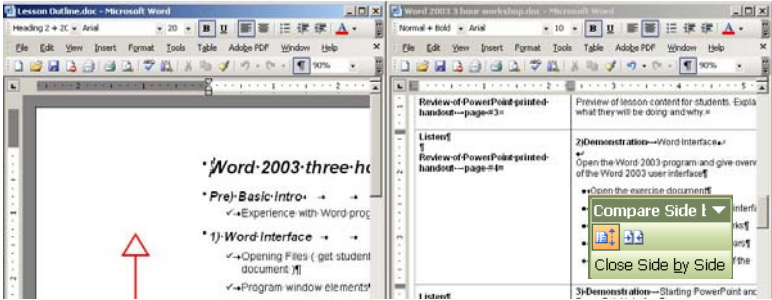
In the **Options dialog box**, make sure that the **General** tab is selected and switch off the reading view default by clicking on the 'Allow starting in Reading Layout' check box



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Comparing Documents

- Using Compare** – if you have more than one Word document open and wish at any time to have a direct visual comparison between them on screen, **do the following**:
 - Select **Window> Compare Side by Side with** and choose another document (.doc) file.



Both documents will display in a tiled window view. Good for copying and pasting

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Track Changes

- Track Changes provides a chain of “who did what” and ‘when it was done” on a particular Word document being crafted by a work group. Track Changes is only visible in markup view. **To see how Track Changes works, do the following small exercise:**
 1. Type a sentence of text into a Word document.
 2. Select **Tools > Track Changes** from the main menu
 3. Type some further text into the same Word document
 4. Move your cursor over top of the highlighted changes


collicotb, 8/22/2005 12:10:00 PM
inserted:
 Joe went to the show.

Joe went to the show. Joe went to the show

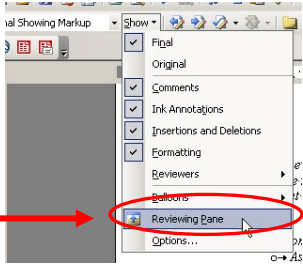
An information comment will appear showing who did what and when they did it.

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Track Changes – Reviewing Toolbar

- When Track Changes is activated, a new toolbar appears on your screen called the **Reviewing Toolbar**.
 
- This toolbar allows users to navigate through any number of tracked changes in a document and adjust what the track changes will show. To customize your track changes, do the following:
 1. Select the Show drop down list on the Reviewing Toolbar
 2. Choose from any of the options by clicking on them

Try selecting the Reviewing Pane option



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Track Changes – Reviewing Toolbar

Use the Display for Review Settings on the Reviewing toolbar to view tracked changes and markups in various ways:



Final Showing Markup - Deleted text is show in balloons. Insert text and formatting changes are shown inline.

Final – This is how your document will look after you have accepted all changes.

Original Showing Markup – Inserted text and formatting changes will display in balloons. Deleted text is shown inline.

Original – This is how your document will look if you rejected all the changes!

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Smart Tags

- Smart Tags are a new feature in Word 2003 that makes common tasks like formatting changes and information referencing easier. Smart tags appear automatically when your cursor hovers over a particular area of text.



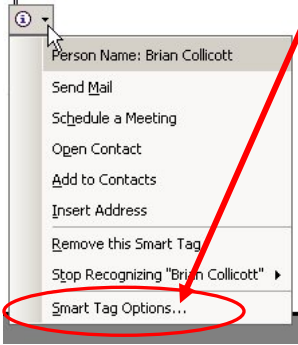
- To activate a smart tag, place your pointer over it and click.** Word 2003 has smart tags for the following functions:
 - ✓ Autocorrect – quick access to undo command and others
 - ✓ Pasted text formatting – quickly changes formatting of pasted text
 - ✓ Address look up – add to contacts or look up address on internet
 - ✓ Person look up – quickly e-mail person, schedule meeting, add contact
 - ✓ Continue numbering – when adding additional numbered lists

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Smart Tags - Options

- Smart Tag Options**

Smart tag options can be accessed at any time in Word 2003 by clicking on a smart tag when it appears and selecting **Smart Tag Options**




In the Autocorrect options dialog box, you can set what content will activate smart tags or switch them off entirely.

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Smart Tags - Names and Addresses

- Example** – type your name and home mailing address into a Word 2003 document. Include the city and province in the mailing address like the **example below**:

↓

Brian Collicott
1947 Quadra Avenue
Nanaimo, BC, Canada

Note how the Name and mailing address are underlined with a red dotted line. Move your pointer over the name. **A smart tag will appear.** 

- Click on the smart tag
 - Choose an option from the list

Try clicking on the smart tag for the address and choosing the "Display Map" option



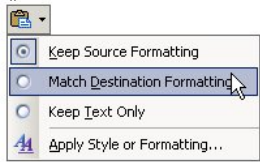
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Smart Tags - Match Formatting

- **Match formatting**

When you copy and paste text from one Word document to another, Word 2003 will automatically give you a smart tag that will allow you to match the formatting of the text in the old document or the new document .

Step Three:



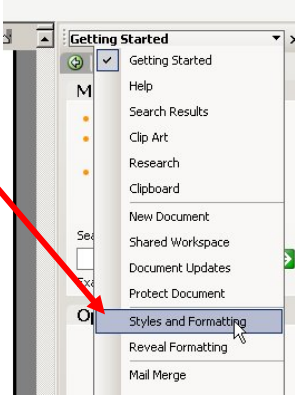
1. Copy and paste some text from one Word document to another
2. When you have pasted your text into a new document, click on the smart tag that appears beside the pasted text and choose **Keep Source Formatting** or **Match Destination Formatting**

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Styles

- Styles open up greater flexibility for small and larger scale formatting options for Word documents. **To use Styles in a Word document:**

1. Select **View > Task Pane**
2. In the **Task Pane** area, click on the **title bar** and select **Styles and Formatting** from the drop-down menu.
3. Select the text in your Word document that you wish to apply a style to
4. Click on any of the pre-formatted text styles in the scrollable list to apply that style to your selected text.



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Reveal Formatting

- Drill down a layer to reveal formatting that has been applied to the document, to show formatting marks and apply formatting of surrounding text.

- Select **Format > Reveal Formatting**
- Select the text whose format you want to know.
- The formatting information is now displaying in the **Reveal Formatting** task pane.
- Click any of the **blue underlined** words and change the formatting properties.
- Click **Show all formatting marks** to display paragraph markers, tab symbols, etc.
- To format selected text like text around it, select the text to be formatted, click the arrow to the right of the **Selected text** box and then click **Apply Formatting of Surrounding Text**.

Mail Merge - Wizard

- The Mail Merge wizard will step you through the entire Merge process whether you are using a new or an existing data source.

- Select **View > Task Pane**
- In the **Task Pane** area, click on the **title bar** and select **Mail Merge** from the drop-down menu.
- Complete the wizard's six steps. Word describes what to do at each new step.

Mail Merge – Field Codes

- Use the Mail Merge toolbar to use existing data, e.g Word Data Source, Outlook Distribution List, Access database, Excel database, etc. and *manually* insert Merge and Word fields.

- Select **View > Toolbars > Mail Merge**
- The Mail Merge toolbar is now on-screen
- The two left most buttons are active—Main Document Setup and Open Data Source. The remainder of the buttons only activate once a data source has been opened.
- Click the second button (Open Data Source) and open an existing data source
- Notice how the remaining Mail Merge buttons in the Mail Merge toolbar are now activate
- Complete your Main Document and the Merge process.

Standard
 Formatting
 AutoText
 Control Toolbox
 Database
 Drawing
 E-mail
 Forms
 Frames
 Mail Merge
 Outlining

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Word 2003 Help

The Word Help feature is greatly improved. The quickest way to access Help is to simply press the F1 key on your keyboard. This will open up the Help options in the Task Pane in Word 2003. Type a question in the input box at the top right-hand side of the screen and you'll see the response in the search results task pane.


Microsoft Help Files

Office Online
View templates, training /webcasts, demos, tips and tricks, etc.


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Tips and Tricks

CTRL + Z	Undo last command. If you press this key combination repeatedly, you will go back through a series of commands and undo them.
File > Send To > Mail Recipient as Attachment	Opens up Outlook 2003 and automatically attaches the Word file to a new mail message and creates a Subject line for the e-mail.
File > File Search	Opens up a file search box in your Task Pane. You can search on your computer, over a network or in Outlook for a file and remain in Word.
	Select Browse Object – Found on the lower right hand corner of every Word document window. Clicking this button allows users to browse through large Word documents and quickly find specific pages, sections, Footnotes, Endnotes, Comments and other items.
Ctrl+click, drag & release	Copy and paste objects
ALT + mouse drag	Nudge objects – moving selected objects with fine control
View>Toolbars>Word Count	Counts the number of words in your document at any time
Shift + F1	Shows all formatting information in a document (Font, Font Colour, Size, Styles used, etc.) in the Task Pane
Tools>Customize>Always Show Full Menus	Shows full menu for menu bar features

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Resources

- **Microsoft® Word 2003 Tutorial pages**
 - <http://office.microsoft.com/en-ca/training/CR061958171033.aspx>
- **Online MELL Tutorials (for students and faculty)**
 - <http://www.mala.ca/technology/general/elearning.asp>
- **Microsoft® Office Word Home Page**
 - <http://office.microsoft.com/en-ca/FX010857991033.aspx>
- **Microsoft® Office Online Assistance Page**
 - <http://office.microsoft.com/en-ca/assistance/default.aspx>

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