

Microsoft® Word® 2003

Quick Start Card



Getting Started

Microsoft Word is a word processing tool that you will likely use on a daily basis. Understanding the basic features and functions of Word will allow you to be more productive and efficient in your work.

Document Title: Displays the title of the document currently being viewed.

Standard Toolbar: Shortcuts to the most commonly used Microsoft Word features.

Formatting Toolbar: Shortcuts to the Microsoft Word formatting features.

Menu Bar: All of the Microsoft Word features are available through these menus.

Rules: Use the rulers to manage the size and spacing of your document.

Page Layout Options: View your documents in Normal, Web, Print, Outline, or Reading layouts.

Help Bar: Type in your questions directly to get help.

Task Pane: Choose your task category (e.g. New Document, Clipboard, etc.) from the dropdown arrow and perform tasks with one-click ease.

Document Browse Options: Use these buttons to navigate the document and to move from page to page.

Empowering your most important assets through training

Standard Toolbar



Description	Shortcut Keys
A. New Document	Ctrl+N
B. Open Document	Ctrl+O
C. Save Document	Ctrl+S
D. Print Document	None
E. Email Document	None
F. Print Document	Ctrl+P
G. Print Preview	Ctrl+Shift+P
H. Spelling & Grammar	Ctrl+F7
I. Research	None
J. Cut	Ctrl+X
K. Copy	Ctrl+C
L. Paste	Ctrl+V
M. Format Painter	Ctrl+Shift+C

Description	Shortcut Keys
N. Undo	Ctrl+Z
O. Redo	Ctrl+Y
P. Insert Hyperlink	Ctrl+K
Q. Tables and Borders	View/Toolbars/Tables and Borders
R. Insert Table	Table/Insert/Tables
S. Insert Smart Worksheet	Insert/Object
T. Columns	Format/Columns
U. Bullying	View/Toolbars/Outlining
V. Document Map	View/Document Map
W. Show/Hide Paragraph	Ctrl+Shift+P
X. Zoom	View/Zoom
Y. Help	F1
Z. Read	View/Reading Layout

Formatting Toolbar



Description	Shortcut Keys
1. Styles and Formatting	Format/Styles and Formatting
2. Style	None
3. Font	Ctrl+Shift+F
4. Font Size	Ctrl+S
5. Bold	Ctrl+B
6. Italic	Ctrl+I
7. Underline	Ctrl+U
8. Left Align	Ctrl+L
9. Center Align	Ctrl+C
10. Right Align	Ctrl+R
11. Justify	Ctrl+J
12. Line Spacing	Format/Paragraph/Line Spacing
13. Bullets and Numbering	Format/Bullets and Numbering
14. Borders	Format/Borders and Borders

Customizing your Microsoft Word Toolbar

To customize your toolbar so that it reflects your most used and needed functions, select **View/Toolbars/Customize**, click the **Commands** tab and drag-and-drop the desired icons between the toolbar and the Customizer window. Click **Close** when finished.

Creating a Custom Short-cut Key

You can assign a shortcut key to a command, macro, font, AutoText entry, style, or a commonly used symbol. To create a custom short-cut key:

1. Select **Tools/Customize/Keyboard**.

2. In the Categories box, click the category that contains the desired command.

3. In the Commands box to the right, click the name of the command or other item. Any shortcut keys currently assigned appear in the Current keys box.

4. In the Press new shortcut key box, type the shortcut key combination you want to assign. Note-You must enter keystrokes that are not commonly used when typing (i.e., key combination should start with Ctrl or Alt).

5. Click **Assign** and **Close**.

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L Darling-Hammond



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Table of Contents Microsoft Word 2003 Quick Reference Guide

1. Understanding the eBook Microsoft Word 2003 Quick Reference Guide
 - The Rise of Digital Reading Microsoft Word 2003 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2003 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2003 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2003 Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Word 2003 Quick Reference Guide User Reviews and Ratings
 - Microsoft Word 2003 Quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Word 2003 Quick Reference Guide Free and Paid eBooks
 - Microsoft Word 2003 Quick Reference Guide Public Domain eBooks
 - Microsoft Word 2003 Quick Reference Guide eBook Subscription Services
 - Microsoft Word 2003 Quick Reference Guide Budget-Friendly Options

6. Navigating Microsoft Word 2003 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2003 Quick Reference Guide Compatibility with Devices
 - Microsoft Word 2003 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2003 Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Word 2003 Quick Reference Guide
 - Interactive Elements Microsoft Word 2003 Quick Reference Guide
8. Staying Engaged with Microsoft Word 2003 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2003 Quick Reference Guide
9. Balancing eBooks and Physical Books Microsoft Word 2003 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2003 Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 2003 Quick Reference Guide
 - Setting Reading Goals Microsoft Word 2003 Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 2003 Quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Word 2003 Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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