

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.

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, press and perform tasks with one-click ease.

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

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.

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. Bulleting	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+E
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**.

Microsoft Word 2003 Quick Reference Guide

Mr. Rohit Manglik



Microsoft Word 2003 Quick Reference Guide:

Microsoft Word 2003 Nevada Learning Series Inc,2004 Microsoft Word 2003 Introduction Quick Reference Guide
Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Word 2003 The following topics are covered Creating Opening Saving Documents The New Document Task Pane Text Editing Page Setup Undo and Repeat Moving and Copying Text Navigation Tools Views including Reading and Thumbnail Formatting Font Size Enhancements Alignment Copying Formatting Highlighter Headers and Footers Spelling Grammar AutoCorrect AutoText Previewing and Printing Page Breaks Envelopes and Labels and Personalized Menus and Toolbars Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Microsoft Word 2003 Advanced Quick Reference Guide* Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features of Microsoft Word 2003 The following topics are covered Creating Using Paragraph Character Styles The Styles and Formatting Task Pane Selecting All Text with Same Style Deleting Styles Format Tracking Importing Styles Adding Styles to the Default Style List Heading Numbering Generating Index Table of Contents Footnotes and Endnotes Embedding Excel Objects Section Breaks Changing Page Setup in a Section Changing Headers Footers within a Document Advanced Page Numbering Outlining Comparing Documents Side by Side Bookmarks and Page References Templates and Restricting Formatting This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Easy Microsoft Office Word 2003* Heidi Steele,2003 Comprised of short easy to follow tasks this book shows the reader how to accomplish basic Word tasks quickly and efficiently **Microsoft Word 2003 Formatting (Intermediate) Quick Reference Guide** Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use formatting features of Microsoft Word 2003 The following topics are covered Tabs Indents including Quick Indent Automatic Formatting Bulleted Numbered Lists including Multilevel Numbered Lists Paragraph Borders and Shading Line Breaks Line Spacing Paragraph Spacing and Changing the Default Font and Tables Also includes Animating Text Creating a Text Box and Finding and Replacing Text and Attributes Includes list of formatting shortcuts and table selection shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The Unofficial Guide to Microsoft Office Word 2007 David J. Clark,2008-02-11 The inside scoop for when you want more than the official line Microsoft Office Word 2007 may be the top word processor but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Word in the real world How do you use the new Ribbon What s the best way to add pictures From deciphering fonts to doing mass mailings first get the official way then the best way from an expert Unbiased coverage on how to get the most out of Word 2007 from applying templates and styles to using new collaboration tools Savvy real world advice on creating document for

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Windows Server 2003 For Dummies Ed Tittel, James Michael Stewart, 2011-03-16 The perfect handbook for those who need to deploy install and configure installations upgrade from previous versions understand network addresses manage day to day operations configure storage manage users and groups implement security measures configure mail services and perform other vital administrative tasks Covers the enhanced features and updates of the new version including the Microsoft NET framework Active Directory and its new drag and drop object management Internet Information Server and the Microsoft Management Console

Word 2003 on Your Side ENI Publishing, 2004-04

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Microsoft Word 2007 Bible Herb Tyson, 2007-05-23 Microsoft s Word 2007 rewrites the book on word processing and this book helps you soar over the hurdles and quickly brings you up to speed No matter what level user you are Microsoft Word MVP Herb Tyson s expert guidance puts you in charge helping you choose the best way to get your work done and to get the most out of Word 2007 You ll discover new ways to command legacy features completely new features to accomplish old tasks and brand new native capabilities

Word 2003 Straight to the Point ENI Publishing, France, 2004-10 This is a quick to use guide to all the features of the 2003 version of Microsoft s world renowned word processor documents managing text printing frames and pictures graphics and charts styles and templates outlines tables of contents and indexes forms and mail merges macros and creating web pages

Technical Writing for Teams Alexander Mamishev, Sean Williams, 2011-02-11 A unique integrative team centered approach to writing and formatting technical documents Technical Professionals Do you have difficulty producing high quality documents with multiple contributors when faced with a tight deadline Do you need a process that enables global team members to collaborate online as they produce sophisticated documents Do you prefer the ease of a WYSIWG desktop publishing tool like Microsoft Word rather than more complex software like LaTeX Professors and Graduate Students Do you want to streamline the process of writing multi investigator papers reports proposals and books Do you spend a lot of time formatting

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New Perspectives on Microsoft Office PowerPoint 2003, Introductory, CourseCard Edition
Beverly Zimmerman, S. Scott Zimmerman, Beverly B. Zimmerman, 2005-04 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning the new features of this latest version of Microsoft PowerPoint 2003

Word Pocket Guide Walter Glenn, 2004-04-26 Millions of people use Microsoft Word every day and chances are you're one of them Like most Word users you've attained a certain level of proficiency enough to get by with a few extra tricks and tips but don't get the opportunity to probe much further into the real power of Word And Word is so rich in features that regardless of your level of expertise there's always more to master If you've ever wanted a quick answer to a nagging question or had the thought that there must be a better way then this second edition of Word Pocket Guide is just what you need Updated for Word 2003 this compact book covers Microsoft Word's keyboard shortcuts user interface commands and tasks Following an overview of fundamental Word concepts the guide explains how to accomplish specific tasks such as formatting spelling editing printing customizing and more It also provides reference tables so you can quickly zoom in on the information you need like keyboard shortcuts regular expressions and common file locations This handy little book makes a perfect quick reference when you want to complete tasks faster without having to plow through a thousand page tutorial Word Pocket Guide Second Edition is ideal for those making the move to Word 2003 In addition it covers Word 2002 2000 and 97 The book includes A brief explanation of how Word works behind the scenes An extensive guide section for common tasks as well as little known solutions Reference tables for keyboard shortcuts regular

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CustomGuide Inc,2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms *Hedge Funds For Dummies* Ann C.

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Beverly Zimmerman,S. Scott Zimmerman,Ann Schaffer,Ann Shaffer,Beverly B. Zimmermann,2005-03 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Word 2003 in an introductory course **Introduction to IT Systems** Mr. Rohit Manglik,2024-06-20

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Ruksana Patel,2005-12-21 Written for Office 2003 this one book covers the first three units for level 1 or you can purchase individual books per unit

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