

# 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. 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+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

**CustomGuide Inc**



## **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 the Web saving time

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Windows Server 2003 For Dummies Ed Tittel,James Michael Stewart,2011-03-16 Die Neuauflage der Vorgängerversion Windows 2000 Server ein Bestseller mit über einer Million verkaufter Exemplare Windows NET Server For Dummies erscheint in Verbindung mit der neuen Windows NET Server Release die Microsoft im Mai 2002 auf den Markt bringt Ein praktischer Leitfaden der insbesondere Neulingen auf dem Gebiet der Netzwerk und Servertechnik genau erklärt wie man den Windows NET Server nutzt Behandelt werden alle wichtigen Features und Updates der neuen Version wie z B Microsoft NET Framework Active Directory mit seinem neuen Drag and Drop Object Management Internet Information Server und Microsoft Management Console Hier erhalten Sie alle Informationen die Sie brauchen um mit einem Windows NET serverbasierten Netzwerk klar zu kommen grundlegende Netzwerkkonzepte und terminologie zu verstehen Netzwerkdesign und Layoutprinzipien zu begreifen Windows NET Server zu installieren und zu konfigurieren User Management und Netzwerksicherheit umzusetzen Ed Tittel ist ein erfahrener Trainer und Autor von über 20 Dummies Titeln mit einer Gesamtauflage von über einer Million Exemplaren Darüber hinaus hat er Hunderte von Artikeln für Fachmagazine geschrieben und an über 110 Computerbüchern mitgearbeitet

**Word 2003 on Your Side** ENI Publishing,2004-04 **Microsoft Office Word 2003** Gary B. Shelly,Thomas J. Cashman,Misty Vermaat,2004 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today

**Word 2003 Core** Adrienne Tommy,2004-06 This book is made up of five parts each dealing with a specific topic managing Word documents getting help on Word and using its Research tools working with text entering editing copying and moving text document presentation formatting text and paragraphs tables charts drawing objects outlines setting up and printing documents and other features such as group work and creating and previewing web pages Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the MOS Word 2003 Core exam including the number of the corresponding lesson and exercise in the book

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

**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 Expert* Adrienne Tommy, 2004-02 This book is made up of four parts each dealing with a specific topic document contents and presentation text tables charts objects styles and templates long documents sections notes bookmarks outlines tables of contents indexes master documents bulk mail tools forms mail merge and various advanced functions macros customising the interface group work and document protection Web and frames pages and using XML in Word Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the Microsoft Office Specialist Word 2003 Expert exam The number of the corresponding lesson and exercise is given next to each topic in the list

**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 expressions and common file locations If you're a Word power user help desk staff or anyone who wants to use advanced shortcuts or solve problems Word Pocket Guide Second Edition is a must have

*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

**Roxio Easy Media Creator For Dummies** Greg

Harvey,2004-06-03 Want to preserve those Super 8 movies of Grandpa with his Studebaker or you in your prized Lone Ranger get up Want to create a CD of the newest hits from Napster or old 45s Want to take videos or photos from Christmases past and turn them into Christmas presents It s Roxio Easy Media Creator for Dummies to the rescue With Roxio s digital media toolbox you can capture video pictures and sound edit photos store data files create custom calendars and more You can do everything from burning CDs and DVDs to labeling them First you get acquainted with Easy Media Creator Home the hub from which all the applications are launched Then you create your own flight plan You don t have to read each helpful tidbit each chapter stands on its own ready for you to dig in and start Backing up and organizing media files for quick retrieval Using Photo Suite to fix edit and enhance photos and show them off in slideshows photo collages calendars and the like Recording and editing digital audio with Easy Media Creator s Sound Editor Enhancing your audio with Alienizer Enhancer Equalizer Maturizer Robotizer Room Simulator and more Playing audio backward if you re determined to hear the hidden message at last Using the Capture tool to acquire the digital media audio photo and video you need for DVD projects Using DVD Builder to assemble and burn multi media projects on DVD combining video clips still photo images text and audio tracks Using VideoWave to assemble and edit video projects Roxio Easy Media Creator For Dummies was written by Greg Harvey author of Excel 2003 For Dummies Windows XP for Dummies and numerous other computer books It helps you take full advantage of all of Roxio s application programs and tools and discover how to Use Sound Editor to record audio from audio devices connected to your computer including analog sources such as cassettes and LP records Get album titles artist s names and track titles from Gracenote Cddb online Use StoryBuilder to turn video clips into finished videos using pre designed themes and templates Add special effects transitions to bridge scenes and color panels and text to introduce new scenes or provide credits Complete with a Help Center Tutorials link that speeds to you help on a particular topic Roxio Easy Media Creator For Dummies gives you the tools and puts you at the controls [Microsoft Word 2003, Excel 2003, Outlook 2003, and Windows XP](#) Nevada Learning Series Inc,2005 [Office and SharePoint 2010 User's Guide](#) Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting

to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment      **Word 2003 Personal Trainer**

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      Bipolar Disorder For Dummies

Candida Fink,Joe Kraynak,2011-03-04 Bipolar Disorder affects many more people than just the 2 5 million Americans who suffer from the disease Like depression and other serious illnesses bipolar disorder also affects spouses partners family members friends and coworkers And according to the Child and Adolescent Bipolar Foundation 15% of children diagnosed with ADHD may actually be suffering from early onset of Bipolar Disorder Bipolar Disorder For Dummies reveals some of the causes and consequences of bipolar disorder let you in on some crisis survival strategies and describe ways that friends and family members can support loved ones who have the disease The book includes an overview of the causes and symptoms of bipolar disorder explains step by step how to obtain an accurate diagnosis discusses the medications available and tells what you can and can t do to help someone with the disease You ll learn The different categories and potential causes of bipolar disorder How to select the right mental health specialist Managing employment related issues brought on because of the disorder How bipolar disorder affects children Advocating for yourself or a loved one Planning ahead for manic and depressive episodes Selecting the best medications for you including alternative natural treatments How to survive an immediate crisis situation Identifying triggers and mapping your moods Complete with fill in the blanks forms and charts key web site and email addresses and first hand accounts from real people Bipolar Disorder For Dummies gives you the latest information and self help strategies you and your loved ones need to help everyone affected feel a whole lot better

## Adopting the Melody of Phrase: An Mental Symphony within **Microsoft Word 2003 Quick Reference Guide**

In a world used by monitors and the ceaseless chatter of immediate interaction, the melodic beauty and psychological symphony developed by the published term often diminish in to the back ground, eclipsed by the relentless sound and disruptions that permeate our lives. But, set within the pages of **Microsoft Word 2003 Quick Reference Guide** a wonderful fictional treasure overflowing with raw emotions, lies an immersive symphony waiting to be embraced. Crafted by a wonderful composer of language, this fascinating masterpiece conducts viewers on a mental journey, skillfully unraveling the concealed tunes and profound impact resonating within each carefully constructed phrase. Within the depths of the poignant analysis, we can explore the book is key harmonies, analyze its enthralling writing fashion, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

<https://staging.conocer.cide.edu/About/browse/Documents/How%20To%20Make%20A%20Cladogram%20On%20Word.pdf>

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