

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/Table
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

Beezix, Inc Staff



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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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

Microsoft Word 2003, Excel 2003, Outlook 2003, and Windows XP Nevada Learning Series Inc, 2005 [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

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Introduction to IT Systems Mr. Rohit Manglik,2024-06-20 IT system fundamentals are analyzed Guides students to understand computing infrastructure fostering expertise in IT through practical projects and theoretical study

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

Learning to Pass New Clait 2006, Units 1-3 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

New Perspectives on Microsoft Office Word 2003, Introductory, CourseCard Edition 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

Microsoft Word 2003 Quick Reference Guide Book Review: Unveiling the Power of Words

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