

*The quick and easy way to  
make Word work for you*

Microsoft® Office

# Word 2003

FOR

# DUMMIES®

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for the  
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*Bestselling author of PCs For Dummies,  
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# ***Word 2003 For Dummies***

**by Dan Gookin**



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# About the Author

Dan Gookin has been writing about technology for 20 years. He's contributed articles to numerous high-tech magazines and written over 90 books on personal computing technology, many of them accurate.

Dan combines his love of writing with his interest in technology to create books that are informative, entertaining, and yet not boring. Having sold more than 14 million titles translated into over 30 languages, Dan can attest that his method of crafting computer tomes does seem to work.

Perhaps his most famous title is the original DOS For Dummies, published in 1991. It became the world's fastest-selling computer book, at one time moving more copies per week than the New York Times #1 bestseller (though as a reference, it could not be listed on the NYT Bestseller list). From that book spawned the entire line of For Dummies books, which remains a publishing phenomena to this day.

Dan's most recent titles include PCs For Dummies, 9th Edition; Buying a Computer For Dummies, 2004 Edition; Troubleshooting Your PC For Dummies; Dan Gookin's Naked Windows® XP; and Dan Gookin's Naked Office. He also publishes a free weekly computer newsletter, the

“Weekly Wambooli Salad,” full of tips, how-tos, and computer news. He also maintains the vast and helpful Web page, [www.wambooli.com](http://www.wambooli.com)

Dan holds a degree in Communications/Visual Arts from the University of California, San Diego. Presently he lives in the Pacific Northwest, where he enjoys spending time with his four boys in the gentle woods of Idaho.

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Don't Take It All Too Seriously

# Introduction

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Welcome to *Word 2003 For Dummies*, the book that explodes the myths and renders sane the madness of Microsoft's latest and greatest word processor, for the year 2003 and beyond.

Word is impressive and often imposing. More than just a word processor, Word is capable of putting down on the page just about anything. Do you need to know all that stuff?

No! You probably don't even *want* to know everything that Word can do. You just want to know the basics, or some handy tricks, or read about some insight into the program so that you can hurry back to your work — and hopefully not be terrified in the process. If that's you, you've found your book.

This book informs and entertains. It has a serious attitude problem. After all, you don't need to *love* Word to use Word. It's a tool. While some mechanics may love their Snap-on<sup>®</sup> tools, they just tools. So instead of hype, be prepared to read some informative, down-to-earth explanations — in English — of how to get the job done with Microsoft Word. You take your work seriously, but you definitely don't need to take Word seriously.

## About This Book

I don't intend for you to read this book from cover to cover. It's not a novel, and if it were, I'd kill off all the characters at the end, so there would be no chance for a sequel (let alone a trilogy) and then no one would want to publish it anyway.

No, this book is a reference. Each chapter covers a specific topic or task that Word does. Within a chapter, you find self-contained sections, each of which describes how to perform a specific task or get something done. Sample sections you encounter in this book include

- ✓ Saving your stuff
- ✓ Cutting and pasting a block
- ✓ Quickly finding your place
- ✓ Aligning paragraphs
- ✓ Cobbling a table together quickly
- ✓ Opening a document for repair
- ✓ Using a document template

There are no keys to memorize, no secret codes, no tricks, no videos to sleep by, and no wall charts. Instead, each section explains a topic as though it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where you can easily avoid reading them. The idea here isn't for you to learn anything. This book's philosophy is to help you look it up, figure it out, and get back to work.

# How to Use This Book

This book is a doing book. It's about getting things done in Word and the only assumption made is that you know what you want to do or at least you have a general or even vague idea. That's fine in this book; nothing is assumed so you'll never be utterly confused.

Word uses the mouse and menus to get things done, which is what you would expect from Windows. Yet there are times when various *key combinations*, several keys you may press together or in sequence, are required.

This is a keyboard shortcut:

Ctrl+Shift+P

This shortcut means that you should press and hold Ctrl and Shift together, press the P key, and then release all three keys.

Menu commands are listed like this:

File⇒Open

This command means that you open the File menu (with the mouse or the keyboard — it's your choice) and then choose the Open command. You may see underlined letters on your menus; these letters represent “hot keys” used in Windows. You can press the Alt+F key combination to access the F in File and then the O (or Alt+O) to access the O in Open.



Note that in Windows, you may have to press the Alt key first (by itself) to activate the menu hot keys. Then you can use the hot keys to access menu and dialog box commands.

If I describe a message or something you see onscreen, it looks like this:

Cannot find hard drive, save elsewhere?

If you need further help operating your computer or a good general reference, I can recommend my book *PCs For Dummies*, published by Wiley Publishing, Inc. The book contains lots of useful information to supplement what you'll find in this book.

## What You're Not to Read

Special technical sections dot this book like lemon pepper on Aunt Winnie's fried chicken. They offer annoyingly endless and technical explanations, descriptions of advanced topics, or alternative commands that you really don't need to know about. Each one of them is flagged with a special icon or enclosed in an electrified, barbed wire and poison ivy box (an idea I stole from the Terwilliker Piano Method books). Reading this stuff is optional.

## Foolish Assumptions

Here are my assumptions about you. You use a computer. You use Windows, specifically Windows 2000 or Windows XP (Professional or Home). The Word 2003 product does not run on any other version of Windows (at least as this book goes to press). There are no specific issues between Word and Windows as far as this book is concerned.

Your word processor is Microsoft Word 2003, which may have come with your computer, or you may have purchased it separately either by itself or as part of the Microsoft Office 2003 suite of applications. Whatever. I refer to the program as “Word” throughout this book.

The program covered here is *not* Microsoft Works. That is a separate program sold by Microsoft; this book does not cover Works at all.

I do not assume that you have Microsoft Office installed. This book does not cover using Office or any of the other Office applications.

Finally, this book assumes that you’re running Word with the personalized menu system switched off. To confirm this, follow these steps inside the Word 2003 program:

**1. Choose Tools ⇒Customize from the Menu bar.**

This causes the Customize dialog box to appear.

**2. Click the mouse on the Options tab in the Customize dialog box.**

**3. Click to put a check mark by the item that reads, “Always show full menus.”**

**4. Click the OK button.**

By marking this setting, Word displays the full menus every time you access a menu command. Otherwise, you may not see all the commands on the menus, which can be frustrating.

# How This Book Is Organized

This book contains six major parts, each of which is divided into several chapters. The chapters themselves have been sliced into smaller, modular sections. You can pick up the book and read any section without necessarily knowing what has already been covered in the rest of the book. Start anywhere.

Here is a breakdown of the parts and what you can find in them:

# **Part I: Hello, Word!**

This part covers basic word processing, from entering text to saving a document, search and replace, spell-checking, working with blocks, and printing.

# **Part II: Letting Word Do the Formatting Work**

This part deals with formatting, from the smallest iota of text to formatting commands that span an entire document and more.