



Word Processing Basics

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using Microsoft Word 2001®

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Microsoft Word is part of the Office 2001 suite of programs for the Macintosh. This guide only covers the basics of Word, but with just Word, you will have an idea of its sophistication and capabilities. You can create a document in Word that could be a simple one page letter or a multiple page newsletter or book. The Project Gallery offers a new starting point for documents or built-in templates. The templates provide place holders for text and are formatted either as a report, memo, letter, fax, résumé, or Web page. The blank document template is just that: blank. This guide provides a step-by-step tutorial on how to create a document from scratch using the blank document template and includes a file for you to format.



Tip!

A quick way to open a new blank document is to select the **New File** on the Standard Toolbar. Clicking on this automatically opens a document.



Reference!

Toolbars in Word make your job easier. Point your cursor over one of the buttons to have a pop-up appear that describes the button. Clicking once on the button makes it work.

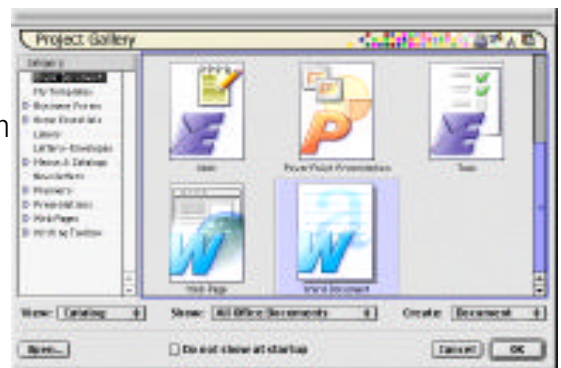


Check it out!

If you need a refresher on working with windows and menus, refer to the Macintosh or Windows Basics Techniques guides.

Open a Word Document

1. Open Microsoft Word.
2. In the different categories in the Project Gallery are built-in templates and themes.
3. For this guide, select the Blank Document and click **OK**.



Use Different Toolbars and Palette

1. If none of the toolbars show up at the top, go to the **View** menu and select the submenu toolbars. You will see a list of toolbars with some having a check by them.
2. Make sure Standard and Formatting have a check by them. This means that these toolbars are open.

Standard Toolbar



Formatting Toolbar

3. Open the toolbar again by going back to the **View** menu and putting a check back by its name.
4. You can fit the toolbar back above the document by dropping it just in that area.
5. Instead of using the toolbars, you can use the Formatting Palette that includes many of the features of the toolbars and menus.

