

Notes on Microsoft Word (OS10)

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Help

As with all Apple applications one should look in **Help** to see if it says anything about your problem. We suggest you try using **Word Help Contents** first.

NB: If you are like us and hate the bouncing Classic Mac (Microsoft's idea of cute) you can turn it off by clicking on **Use the Office Assistant** and removing the tick.

Hint

There is usually 3 or more ways to do anything. Using the mouse to click on a toolbar, navigate to the function on the menu-bar, clicking on a Palette, using key combinations, Control/Click to access the shortcut menu. There is no best way. Some mainly use key combinations others like to click away.

Another Hint

Don't forget that you can Undo almost anything, even 3 steps ago. If you make a mistake or just "I wonder what happens if I click this?" use the undo button on the toolbar



Clicking on the small down arrow shows all of the changes you have made, so you can go as far back as you want.

Warning

Word tries to work out what you want to do and does it even if that isn't what you want. Some of it you can turn off (play around with Preferences), but sometimes you just have to put up with it.

Preferences

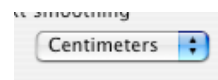
If Word does something that annoys you or isn't doing something you think / know it should look in Preferences (on the toolbar under the **Word>Preferences**). Play around with the settings to see what they do. As you move your mouse over the settings a description on what it does appears at the bottom of the window (even if somewhat cryptic it's better than the Windows version).

e.g.

Change from Inches to Centimetres

Menu-bar **Word>Preferences>General**

Go down to **Measurement Units**, click on the pull-down



menu and select

Centimetres.
Then Click the **OK** button to save the change.

Changing the Default Language

(so it doesn't spell check in US English – if you can call it English)

On the Menu-bar click on **Tools** then **Language...** Select the language you want your documents spell checked by. We strongly suggest you choose **English(UK)**, not English(AUS), it's too much like US English.

The Formatting Palette

It's a very useful thing to have beside your document when you want to do style things to it. You won't have to go up to the tool bar all of the time.

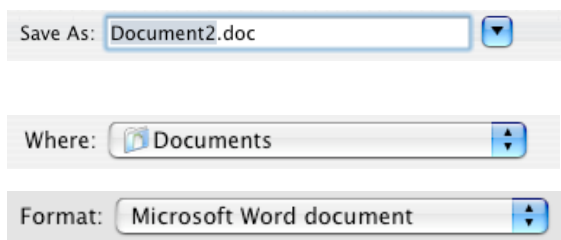
To make it appear go to **View** on the Menu-Bar and click on **Formatting Palette**. Ways to format text will appear on it when you are dealing with text (Fonts, Borders, bullets, indenting). Picture formatting options will appear when dealing with images you have included in your document (wrapping text around it...). Document for changing margins.

Creating a Document

Open Word, by default a blank document opens automatically.

Save the document (File>Save. Do this now and Word will regularly save your document, so if something goes wrong and you haven't manually saved you haven't lost everything (you can change how often it backs up in **Preferences>Save>Save autorecover**).

File>Save on Menu-bar or click on  , on the Toolbar



Save: what to call the document. Word defaults to the first line of the document (if there is one).

Where: The default is your accounts Document folder, but you can put it anywhere you like.

Format: The default is Word Document, (clicking on the dropdown other formats are available, but that's for another time).

Usually one types the text of the document then goes back and formats the text (putting in the bolds, changing the size of the font, applying styles, centring...).

Spelling and Grammar

As you type, by default, Word checks your spelling/typing and your grammar. Words it thinks are spelt wrong have a squiggly red line under the word. Bad grammar has a squiggly green line. If you Control/Click on the word the short cut menu should give suggestions on the correct word or grammar that should be used. Click on the correct word and it will replace the misspelling. Click on Auto Correct and if you misspell/mistype the word again it will be corrected automatically. It's only a computer and English isn't logical, so get annoyed if it gets things wrong.

You can turn spell and grammar check off in Preferences.

Lists

Don't know how to turn off your bullets/numbers?

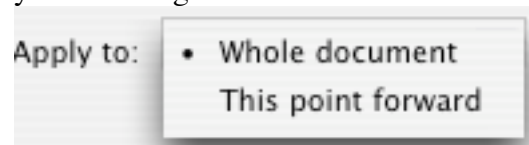
Press Return on the last empty bullet and the bullet it will disappear and go back to normal editing. Or type all of the text, highlight it and then turn on Lists.

Columns

I prefer to turn columns on by going to **menu-bar>Format>Columns**. There you can set the number of columns, widths...

You can make a short section of your document into columns then back to a single width by turning columns on and selecting "This point forward" in **Apply to:**, then change columns to

1, still selecting "This point forward", when you want to go back to one width.



Being OSX you can click, drag and drop almost anything into a document or go to menu-bar>Insert> and select the type of object you want to insert, navigate to it and OK.

Pictures

Clipart - -a database of drawings you can use in any Office application.

From file: navigate to any image you have on your computer and insert it.

Word Art: enables you to do interesting things to a title. It's fun to play with.

Note: The Drawing toolbar may be displaying. You can click on a relevant icon on this bar to access the Picture options.

Tables

If creating a table at the top of a document, always start it one line from the top. If you don't it is almost impossible adding text above the table later.

Summary

Use Help to find out how to do things and just try things out. If you are worried about losing something save the document first, then if everything goes haywire you can close the document, without saving and open the saved version.