

MS Word General Handout (2/17/20)

Although we will concentrate our discussion over the next couple of weeks on Microsoft Word (version 2007 and later), we are actually addressing the topic of word processing in general. If you don't have Word on your machine, you may have Word Perfect (older). Others may have Microsoft Works Suite (once included with Windows, but not any more), which includes a word processor. If you have none of these, there are free office suites that can be downloaded from the Internet at www.openoffice.org, www.wps.com/office-free or www.libreoffice.org (all are also available from www.filehippo.com too). These are totally compatible with MS Word. Features described in MS Word may not be exactly available in other programs but the ideas are the same. Microsoft Word is part of MS Office and also part of some versions of MS Works Suite. MS Word has evolved from version 95 to 97 to 2000 to 2002 to 2003 to 2007. No version was released between 2003 and 2007. Minor changes and improvements were made along the way. With version 2007 a major change in format took place (see pictures below). Although we will minimize our coverage of version 2003, anything that can be done in that version can be done in 2007. Another version came out in 2010 and another in 2013, 2016 and 2019. These are remarkably similar to 2007 with some improvements in "user friendliness".

Purchasing Office

Microsoft Office comes in several versions or levels. What is included in each version varies. Prices also vary. Let me explain: All versions or levels of MS Office include Word, Excel and PowerPoint - the word processor, the spreadsheet and the presentation program. As you work up to more expensive and more sophisticated versions, you get more programs.

- Office Home and Student includes Word, Excel, PowerPoint and One Note (One note is for taking notes in class with your computer).
- Office Home and Business includes Word, Excel, PowerPoint, One Note and Outlook (Email and calendar program).
- Office Professional adds Access (data base program) and Publisher (for creating business cards, pamphlets and bulletins) to the above.

If you buy from Microsoft or an authorized Microsoft dealer, Home and Student is about \$150. Home and Business is about \$250 and Professional goes for \$350. These purchase prices include a license forever but it permits loading it on only one machine at a time. If you change machines, it can be unloaded from one and put on the other.

Microsoft also offers versions of Office called 365. The basic package goes for about \$70 per year and a higher version for \$100 per year. This is essentially renting the programs. The good news is you can load it on five machines for that money and when newer versions come along your renewal can move to the newer version.

If you search online for MS Office download (BTW no version includes a CD any more. The file is downloaded and you use the 25-character code that you purchased to validate and activate the download) you will find prices all over the map - many of them considerably less expensive than the Microsoft prices I've mentioned above. Make note of the source, as it won't be Microsoft. Many of these sites brag that it's a real, honest-to-goodness, legal version selling for a fraction of MS's price. I know people who have had good luck with this, but do it at your own risk. Many companies are overseas and getting help or a refund can be difficult.

There are a number of free Office Suites (see first paragraph) that are reasonable substitutes for MS Office. These include Apache Open Office, WPS Office and LibreOffice to name three. These free programs can be made to open and create real Word, Excel and PowerPoint documents. See next paragraph.

File Types

In every version of Word prior to 2007, the three letter extension or suffix to a Word Document has been ".doc". In versions 2007, through 2016 the default extension became ".docx". This can be a point of contention and confusion. If you have v.2007 or later and you create a document with this default labeling (.docx) and you send it to someone who does not have this latest version of Word, they will not be able to open it. There is a fairly easy way around this if you remember to do it. When saving a document with Word 2007 or later, you can choose the extension or format you want to use in the save window. It will be on a dropdown menu. Choose Word 2003 format (.doc) and it will be saved in a way that makes it readable by older versions of Word. Also: *There is a free conversion program downloadable for free from Microsoft that converts .docx to .doc.*

If you use Microsoft Works (That is WORKS) and not Word, the default extension is .wps. Just as stated above, you can save a Works Document as a .doc. If you are using the OpenOffice Suite mentioned above this, too, can be adjusted to

save and read documents as .doc. If you are stuck with a bunch of .wps files and no conversion ability, download and install a program called LibreOffice from www.libreoffice.org or www.filehippo.com. The free Office programs mentioned above can be made to open the files with the "x" on the extension.

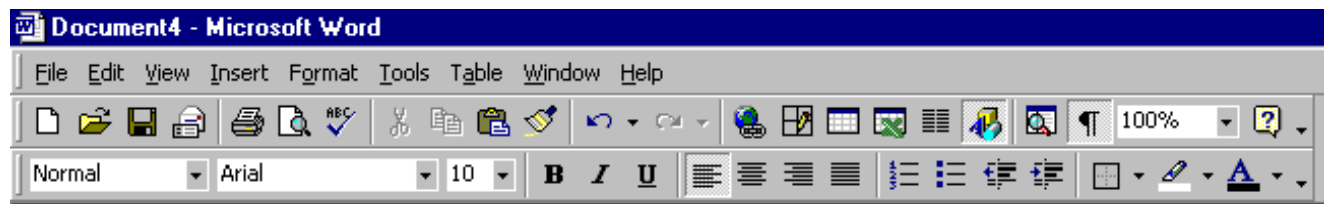
If necessary, create a file association between a .doc document and the application you personally are using. This is done in the Default Programs Icon in the Control Panel or Apps Section in Win 10 settings. With a proper file association, opening most Word Documents should not be a problem. There are a few features in 2007 & later (such as special fonts) that cannot be opened in any other application.

Version Comparison

2003 - There is always a menu bar across the top of a word processor. In Word it consists of the words File, Edit, View, Insert, Format, Tools, Table, Window and Help. A menu bar is always present in Excel or PowerPoint and similar applications. There are two other Toolbars at the top that are very useful that always appear by default. They are the Standard Toolbar and the Formatting Toolbar. (If they happen to share the same row, you can separate them using the Customize Toolbars entry in the View menu item.) This version is not as prevalent and will not be emphasized. The free Suites such as Open Office look more like this format. Check out the other free ones to compare.

BOTH - Remember the general mouse click rules - **left** click chooses things and **right** click usually brings down a menu. In the case of the menu bar the left click chooses the entry that (in this case) brings down another menu.

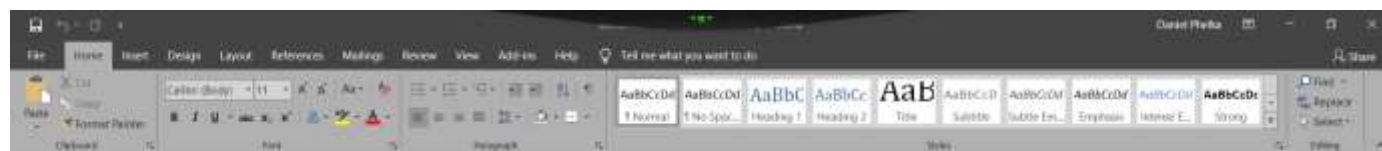
2003 - The Standard Toolbar contains many icons that allow you to do many of the same things that could be done with the dropdown menus on the menu bar. These include opening a document, saving a document, printing, cutting and pasting to name a few. It is a good idea to get familiar with these icons. If you can't remember what a certain one does, simply point at it (without clicking) and a descriptor will appear. Also the F1 key always get you to a help menu.



The above diagram shows the Menu Bar, The Standard Toolbar and the Formatting Toolbar for Word 2003. This is very similar to the way Open Office looks.



The above picture is the Home Ribbon from Microsoft Word 2007



The above is the Home Ribbon from Word version 2016

2007 & Later - The above diagrams shows the Ribbon format used in Word 2007 and 2016. If you compare the three, you will notice that many of the Icons that appear in the Formatting Toolbar of 2003 become sections on the Home Tab (Font Section and Paragraph Section) in 2007 and 2016. Also since the Menu Bar, per se, is missing, many of those applications are accessed by clicking the circular Office Logo in the upper left hand corner (The word File in later versions. In these later versions of Microsoft Office the appearance of Excel and PowerPoint follow this same general format.

2003 - There are many options that can be changed using the Tools, Options Menu. We will cover many of these. Some are very useful and some are almost too detailed to worry about. The additional page shows a typical view. On that page I have the ruler turned on, the drawing toolbar turned on, the status bar on and also the Office Assistant. These things are turned on in the View entry on the Menu.

2007 & Later - The additional page (other handout) representing the 2007 Layout shows the Ribbon approach along with labels illustrating that things like the view and the zoom are found in different places than in version 2003. Also, this shows the Sections within the Home Ribbon. Seven different Ribbons are available all together. The Options List is found by clicking the Office Logo in the upper left corner and then clicking on Word Options.

BOTH - As you move the mouse pointer over the Word screen you will see it change from an arrow (when it is over the top portion) to an 'I-beam' (When it is over the text). When it is an arrow, the left click will usually choose something. The right click will bring down a menu. When it is an I-beam the left click will locate the cursor (the flashing vertical line that tells where your typing will be placed). When the pointer is an I-beam a single left click locates the cursor, a double click highlights the whole word and a triple click (yes, there is such a thing as a triple click) highlights the paragraph. Clicking and dragging (holding the left button down and moving the mouse) allows you to highlight selected text. **YOU MUST HIGHLIGHT THINGS IN ORDER TO CHANGE THEM!** Note the triple click does not work in Microsoft Works. Right clicking on text will bring down a menu that permits Copy, Cut and Paste. The following keyboard shortcuts can be useful.

Copy - Ctrl+C (the "c" stands for copy (not cut))
Cut - Ctrl+X (a good mnemonic is the "x" looks like a scissors)
Paste - Ctrl+V (remember it's a "v" for Velcro)
Undo - Ctrl+Z (use the "z" to zap the revisions you've made)

Changing fonts (type styles and size), bolding, italicizing and underlining are all accomplished by using the format toolbar AFTER highlighting. Highlight first...then change. Even when dealing with the indenting it is necessary to highlight what you want to change.

There are usually several ways to perform the same operation. The icons on the standard toolbar or Home Ribbon all have corresponding entries in the dropdown menus from the menu bar (2003). There are many keyboard shortcuts as well. (Example: there is a copy command in the Edit menu; there is a copy icon on the Standard Toolbar; hitting Ctrl-C is also copy... remember, only what is highlighted gets copied) Find out what you are comfortable with and use it.

2007 & Later - The Office Logo or the word "File" in the upper left corner of the screen will reveal some of the traditional File Applications such as Save and Save As. The Menu immediately to the right of the Office Logo gives some commonly used things such as Open and Undo. This list can be customized to include things that are important to you.

As described above, there is an obvious difference in appearance between Word version 2007 and after versus Word 2003 and prior versions. If you want to know exactly what version you are dealing with, click on Help and then About. It will show you the description of the software. 2003 is actually the 11th offering of Word. 2007 is the 12th. To find the "About" entry in 2007, click on the Logo, then click on Work Options and then on Resources (nobody said it would be easy).

Microsoft does not "support" any version of Office prior to 2010. This means they won't update those versions anymore nor will they fix any bugs that may be found. Although you can still use these older programs, Microsoft wants you to migrate to the newer offerings. It seems Microsoft tends not to support anything for more than 10 years.

Dan Phelka 2/17/20
623-535-7791