
















MICROSOFT WORD 2003 TASK GUIDE (LEVEL 2)




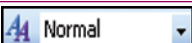




A book in the *Essentials* series is designed to be kept as a handy reference beside your computer even after you have completed all the projects and exercises. Any time you have difficulty recalling the sequence of steps or a shortcut needed to achieve a result, find your task in the alphabetized listing that follows. If you have difficulty performing a task, turn to the page number listed in the second column to locate the step-by-step exercise or other detailed description.

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
AutoShape, insert	204	 on Drawing toolbar	Insert <u>P</u> icture <u>A</u> utoShapes		(Alt)+U; press ↓ to select a category; press → to display category palette; press →, ↑, ↓, or ← to highlight shape; (Ctrl)+↵Enter
AutoText, create	82	 on AutoText toolbar	Insert <u>A</u> utoText <u>N</u> ew		(Alt)+F3
AutoText, delete	87	 ; select entry; <u>D</u> elete	Insert <u>A</u> utoText <u>A</u> utoText; select entry; <u>D</u> elete		
AutoText, display toolbar	82		<u>V</u> iew <u>T</u> oolbars <u>A</u> utoText	Right-click toolbar; <u>A</u> utoText	
AutoText, insert	83	 on AutoText toolbar	Insert <u>A</u> utoText <u>A</u> utoText; select entry; <u>I</u> nsert		Type AutoText abbreviation; F3
Chart, create	240		Insert <u>P</u> icture <u>C</u> hart		
Chart, view or hide datasheet	246	 on Microsoft Graph Chart toolbar	Double-click chart; <u>V</u> iew <u>D</u> atasheet		
Chart axis, currency type	249	 on Microsoft Graph Chart Formatting toolbar	<u>F</u> ormat <u>N</u> umber; <u>C</u> urrency	Right-click axis; <u>F</u> ormat Axis; <u>N</u> umber tab; <u>C</u> urrency	
Chart axis, decrease decimal places	249	 on Microsoft Graph Chart Formatting toolbar	<u>F</u> ormat <u>N</u> umber; <u>N</u> umber; <u>D</u> ecimal places	Right-click axis; <u>F</u> ormat Axis; <u>N</u> umber tab; <u>N</u> umber; <u>D</u> ecimal places	

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Chart element, format	248	 on Microsoft Graph Chart Standard toolbar	Double-click chart; <u>F</u> ormat <u>S</u> electe <u>d</u> . . .	Double-click chart; right-click chart element; <u>F</u> ormat . . .	
Chart object, format	244	 on Picture toolbar	Select chart object; <u>F</u> ormat <u>O</u> bject	Right-click chart object; <u>F</u> ormat <u>O</u> bject	
Chart titles, insert or edit	246		Double-click chart; <u>C</u> hart <u>C</u> hart <u>O</u> ptions; <u>T</u> itles tab		
Chart type, change	241	 on Microsoft Graph Chart Standard toolbar	Double-click chart; <u>C</u> hart <u>C</u> hart <u>T</u> ype		
Column break, insert	51		<u>I</u> nsert <u>B</u> reak; <u>C</u> olumn break		Ctrl + ⇧ + ↵
Columns, balance length	54		Position insertion point at end of section containing columns; <u>I</u> nsert <u>B</u> reak; <u>C</u> ontinuous		
Columns, create or revise	46, 48	 on Standard toolbar	<u>F</u> ormat <u>C</u> olumns		
Columns, specify different column widths	49		<u>F</u> ormat <u>C</u> olumns; deselect <u>E</u> qual column width		
Comments, delete	125	 on Reviewing toolbar		Right-click within comment; <u>D</u> elete <u>C</u> omment	
Comments, edit	123	Click inside comment window, edit comment, click outside comment		Right-click within text formatted by a comment; <u>E</u> dit <u>C</u> omment	
Comments, insert	123	 on Reviewing toolbar	<u>I</u> nsert <u>C</u> omment		Alt + Ctrl + M
Comments, insert audio	124	 on Reviewing toolbar			


Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Comments and tracked changes, display Reviewing Pane	121	 on Reviewing toolbar			
Comments and tracked changes, printing	128		File P rint; P rint w hat; D ocument showing markup		
Comments and tracked changes, view by reviewers	132	 on Reviewing toolbar; R eviewers			
Compare and merge documents	147		T ools C ompare and M erge D ocuments		
Datasheet, import data	251	 on Microsoft Graph Chart Standard toolbar	E dit I mport File		
Diagram, create	258	 on Drawing toolbar	I nsert D iagram		
Diagram, format	259	 on Diagram toolbar			
Document summary, create or modify	25		F ile P roperties; S ummary tab		
Document summary, print	27		F ile P rint; P rint w hat; D ocument properties		
Drop cap, change format	55		S elect drop cap; F ormat D rop Cap	R ight-click edge of drop cap; D rop Cap	
Drop cap, create	55		F ormat D rop Cap; D ropped or I n m argin		
Drop cap, drop word	57		S elect word; F ormat D rop Cap; D ropped or I n m argin		
Drop cap, remove	57		S elect drop cap; F ormat D rop Cap; N one	R ight-click edge of drop cap; D rop Cap; N one	

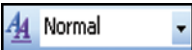
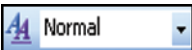
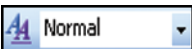
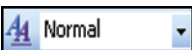
Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
E-mail, current document as an attachment	144	 on Standard toolbar	F ile S end To M ail Recipient (as Attachment)		
E-mail, current document for review	142		F ile S end To M ail Recipient (for Review)		
E-mail, route current document	146		F ile S end To R outing Recipient		
Embed, Excel chart	287	 on Excel Standard toolbar;  on Word Standard toolbar	E dit C opy (in Excel); E dit P aste (in Word)	Right-click chart in Excel; C opy; right-click in Word; P aste	C trl+ C in Excel; C trl+ V in Word
Embed, Excel data as an editable object in Word	285		E dit C opy (in Excel); E dit P aste Special (in Word)		
Embedded worksheet object, edit	289		Double-click embedded worksheet; make changes	Right-click embedded worksheet; W orksheet O bject E dit	
Find and replace, formatting	8		E dit R eplace; M ore; F ormat		C trl+ H ; A lt+ M ; A lt+ O
Find and replace, remove formatting options	6		E dit R eplace; click in <i>Find what</i> box; click N o F ormatting; click in <i>Replace with</i> box; click N o F ormatting		C trl+ H ; A lt+ T ; A lt+ I ; A lt+ T
Find and replace, search options	7		E dit R eplace; M ore; select desired search options		C trl+ H ; A lt+ M
Find and replace, special characters	8		E dit R eplace; S pecial		C trl+ H ; A lt+ E
Find and replace text	4		E dit R eplace; type text in the <i>Find what</i> box; type replacement text in the <i>Replace with</i> box; R eplace or R eplace A ll		C trl+ H

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Find text	4		Edit Find ; Type text in the <i>Find what</i> box; Find Next		Ctrl)+F
Flowchart, create	261	 on Drawing toolbar; Flowchart			
Formatting, display toolbar	91		View Toolbars Formatting	Right-click toolbar; Formatting	
Formatting, reveal	91		Format Reveal Formatting		Shift)+F1
Header and footer, different first page	17	 on Header and Footer toolbar; Layout tab; Different first page	File Page Setup; Layout tab; Different first page		
Header and footer, different for odd-numbered and even-numbered pages	15	 on Header and Footer toolbar; Layout tab; Different odd and even	File Page Setup; Layout tab; Different odd and even		
Header and footer, display toolbar	16		View Header and Footer		
Heading 1 style, apply	90	 on Formatting toolbar; Heading 1	Format Styles and Formatting; Heading 1		Ctrl)+Alt)+1
Heading 2 style, apply	90	 on Formatting toolbar; Heading 2	Format Styles and Formatting; Heading 2		Ctrl)+Alt)+2
Heading 3 style, apply	90	 on Formatting toolbar; Heading 3	Format Styles and Formatting; Heading 3		Ctrl)+Alt)+3
Hyperlink, insert or edit	278	 on Standard toolbar	Insert Hyperlink	Right-click selected text; Hyperlink	Ctrl)+K
Hyperlink, remove	281	 on Standard toolbar Remove Link	Insert Hyperlink; Remove Link	Right-click hyperlink; Remove Hyperlink	Ctrl)+K); Alt)+R
Hyphenation	57		Tools Language; Hyphenation		


Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Import Excel data as a table in Word	287	 on Excel Standard toolbar;  on Word Standard toolbar	<u>E</u> dit <u>C</u> opy (in Excel); <u>E</u> dit <u>P</u> aste (in Word)	Right-click selected cells in Excel; <u>C</u> opy; right-click in Word; <u>P</u> aste	<u>Ctrl</u> + <u>C</u> in Excel; <u>Ctrl</u> + <u>V</u> in Word
Insert Excel worksheet as a new object	284	 on Standard toolbar	<u>I</u> nsert <u>O</u> bject; <u>C</u> reate New tab; Microsoft Excel Worksheet		
Insert Excel worksheet from an existing file	282		<u>I</u> nsert <u>O</u> bject; Create from <u>F</u> ile tab; <u>B</u> rowse		
Insert Word file into existing document	284		<u>I</u> nsert <u>F</u> ile		
Link, update	292		<u>E</u> dit <u>U</u> pdate Link	Right-click linked data; <u>U</u> pdate Link	<u>F9</u>
Link Excel worksheet in Word	290		<u>E</u> dit <u>C</u> opy (in Excel); <u>E</u> dit <u>P</u> aste <u>S</u> pecial; <u>P</u> aste <u>l</u> ink (in Word)		
List style, apply	90	 Normal on Formatting toolbar; List	<u>F</u> ormat <u>S</u> tyles and <u>F</u> ormatting; <u>L</u> ist		<u>Ctrl</u> + <u>⇧</u> <u>Shift</u> + <u>L</u>
Mail merge, create labels	184	 on the Mail Merge toolbar	<u>T</u> ools <u>L</u> etters and <u>M</u> ailings <u>M</u> ail Merge; <u>L</u> abels document type; <u>N</u> ext: Starting document; <u>C</u> hange document layout; <u>L</u> abel options		
Mail merge, display toolbar	166		<u>V</u> iew <u>T</u> oolbars <u>M</u> ail Merge	Right-click toolbar; <u>M</u> ail Merge	
Mail merge, using task pane	166; 184		<u>T</u> ools <u>L</u> etters and <u>M</u> ailings <u>M</u> ail Merge		
Mail Merge preview	182	 on Mail Merge toolbar			<u>Alt</u> + <u>⇧</u> <u>Shift</u> + <u>K</u>
Normal style, apply	90	 Normal on Formatting toolbar; Normal	<u>F</u> ormat <u>S</u> tyles and <u>F</u> ormatting; <u>N</u> ormal		<u>Ctrl</u> + <u>⇧</u> <u>Shift</u> + <u>N</u>

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Organization chart, add position	255	Insert Shape on Organization Chart toolbar			
Organization chart, create	253	 on Drawing toolbar; Organization Chart	Insert Diagram; Organization Chart		
Page orientation	43	Double-click blue area of ruler bar; Margins tab; Portrait or Landscape	File Page Setup ; Margins tab; Portrait or Landscape		
Research tool	21	 on Standard toolbar	Tools Research		Alt and click the term you want to research
Reviewing pane, open and close	135	 on Reviewing toolbar			
Save document in different format	293		File Save As; Save as type		
Section break, continuous	50		Insert Break; Continuous		
Shape, add text	213			Right-click shape; Add Text	
Shape, change line	217	 on Drawing toolbar	Format AutoShape; Line Style	Right-click line shape; Format AutoShape; Line Style	
Shape, change line color	217	 on Drawing toolbar	Format AutoShape; Line Color	Right-click line shape; Format AutoShape; Line Color	
Shape, change line shadow style	217	 on Drawing toolbar			
Shape, draw circle	209	 on Drawing toolbar while holding down Shift			

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Shape, draw line	209	 on Drawing toolbar			
Shape, draw oval	204	 on Drawing toolbar			
Shape, draw rectangle	207	 on Drawing toolbar			
Shape, draw square	209	 on Drawing toolbar while holding down ⇧Shift			
Shape, draw straight line	207	 on Drawing toolbar; press and hold ⇧Shift and drag mouse to draw line			
Shape, fill color	208	 on Drawing toolbar	Format AutoShape; Fill Color	Right-click shape; Format AutoShape; Fill Color	
Shapes, group	218	 on Drawing toolbar; Group		Right-click selected shapes; Grouping Group	(Alt)+D; G
Shapes, layer	218	 on Drawing toolbar; Order		Right-click shape; Order	(Alt)+D; R
Shapes, position	214	Click and drag to desired location			Select shape; press ←, →, ↑, or ↓
Shapes, regroup shapes	221	 on Drawing toolbar; Regroup		Right-click shape; Grouping Regroup	(Alt)+D; O
Shapes, rotate and flip	216	 on Drawing toolbar; Rotate or Flip			(Alt)+D; P
Shapes, ungroup	221	 on Drawing toolbar; Ungroup		Right-click shape; Grouping Ungroup	(Alt)+D; U
Sort lists, paragraphs, and table cells	13	 or  on Tables and Borders toolbar	Table Sort		

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Style, apply	88	 on Formatting toolbar	Format <u>S</u> tyles and Formatting; click style name		Ctrl)+⇧+S), ↑ or ↓ to select style; ⇧Enter
Style, create new style	92; 97	 on Formatting toolbar; New Style	Format <u>S</u> tyles and Formatting; New Style		
Style, customize	98	 on Formatting toolbar; Show drop-down arrow; Custom; Styles	Format <u>S</u> tyles and Formatting; Show drop-down arrow; Custom; Styles		
Style, delete	96	 on Formatting toolbar; Style drop-down arrow; Delete	Format <u>S</u> tyles and Formatting; Style drop-down arrow; <u>D</u> elete		
Style, modify	96	 on Formatting toolbar; Style drop-down arrow; Modify	Format <u>S</u> tyles and Formatting; Style drop-down arrow; <u>M</u> odify		
Style area in Normal view	91		<u>T</u> ools <u>O</u> ptions; View tab; Style area width		
Style list, full list	90	Press and hold down ⇧ as you click the Style drop-down arrow			
Styles, copy to Normal template	100		<u>T</u> ools <u>T</u> emplates and Add-Ins; <u>O</u> rganizer; select styles; <u>C</u> opy		
Styles, find and replace	92		<u>E</u> dit <u>R</u> eplace; <u>M</u> ore; Format; <u>S</u> tyl		Ctrl)+H
Template, attach to current document	103		<u>T</u> ools <u>T</u> emplates and Add-Ins		
Template, format document with different template	103		Format <u>T</u> heme; <u>S</u> tyl Gallery		
Template, save document as	81		File <u>S</u> ave <u>A</u> s; <u>S</u> ave as <i>type</i> drop-down arrow; Document Template (*.dot)		

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Template, use to create document	78		File New; On my computer		
Text boundaries, display	47		Tools Options; View tab; Text boundaries		
Text effects, add	212		Format Font; Text Effects tab		Ctrl)+D); (Alt)+X)
Track changes, accept all changes	141	 on Reviewing toolbar; Accept All Changes in Document			
Track changes, accept one change	137	 on Reviewing toolbar		Right-click change; Accept Insertion (Deletion)	
Track changes, activate or deactivate	126	 on Reviewing toolbar OR Double-click TRK on the status bar	Tools Track Changes		Ctrl)+←Shift)+E)
Track changes, next change	137	 on Reviewing toolbar			
Track changes, options	131	 on Reviewing toolbar; Options; Track Changes tab	Tools Options; Track Changes tab		
Track changes, previous change	137	 on Reviewing toolbar			
Track changes, reject all changes	141	 on Reviewing toolbar; Reject All Changes in Document			
Track changes, reject one change	137	 on Reviewing toolbar		Right-click change; Reject Insertion (Deletion)	
Track changes, show markup, final, or original	132	 on Reviewing toolbar			
Track changes, user information	122		Tools Options; User Information tab		

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Versions, create document	135		<u>F</u> ile <u>V</u> ersions		
Versions, delete	141	Double-click  on status bar; <u>D</u> elete	<u>F</u> ile <u>V</u> ersions; <u>D</u> elete		
Versions, open existing	139	Double-click  on status bar; <u>O</u> pen	<u>F</u> ile <u>V</u> ersions; <u>O</u> pen		
View, Full Screen	44		<u>V</u> iew <u>F</u> ull Screen		
Window, remove split for document window	19	Double-click split bar	<u>W</u> indow <u>R</u> emove <u>S</u> plit		<u>C</u> trl+ <u>A</u> lt+ <u>S</u>
Window, split document window into two windows	18	Click and drag split box above the up scroll arrow at the top of the vertical scrollbar	<u>W</u> indow <u>S</u> plit; click the horizontal line where you want the split to occur		
Windows, arrange document windows	18		<u>W</u> indow <u>A</u> rrange All		
Windows, compare document windows	20		<u>W</u> indow <u>C</u> ompare Side by Side with . . .		

