













MICROSOFT WORD 2003 TASK GUIDE (LEVEL 3)








A book in the *Essentials* series can serve as a handy reference beside your computer even after you complete all the projects and exercises. When you need a refresher for the sequence of steps or a shortcut to achieve a result, look up the task category in the alphabetized listing that follows. Then turn to the page number listed in the second column to locate the step-by-step exercise or other detailed description. Entries without page numbers describe tasks that are closely related to those presented in the projects.

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Access database table, open within Microsoft Access	142	Double-click table name within Access		Right-click table name; <u>O</u> pen	(Alt)+(O)
Access Help, use within Microsoft Access	143	 on Standard toolbar in Access	<u>H</u> elp Microsoft Office Access <u>H</u> elp		(F1)
AutoRecover feature, customize	12		<u>T</u> ools <u>O</u> ptions; Save tab; <u>S</u> ave AutoRecover info every 10 minutes		
AutoSummarize	45		<u>T</u> ools <u>A</u> utoSummarize		
Background, apply	270		<u>F</u> ormat <u>B</u> ackground		
Background, custom colors	271		<u>F</u> ormat <u>B</u> ackground <u>M</u> ore Colors		
Background, fill effects	271		<u>F</u> ormat <u>B</u> ackground <u>F</u> ill Effects		
Bookmark, delete	184		<u>I</u> nsert <u>B</u> ookmark; select bookmark name; <u>D</u> elete button		
Bookmark, go to	184		<u>I</u> nsert <u>B</u> ookmark; select bookmark name; <u>G</u> o To button <i>OR</i> <u>E</u> dit <u>G</u> o To; <u>B</u> ookmark; <u>E</u> nter bookmark name drop-down arrow; <u>G</u> o To button		(Ctrl)+(G); Bookmark; Enter bookmark name drop-down arrow (Alt)+(T)
Bookmark, insert	182		<u>I</u> nsert <u>B</u> ookmark		(Ctrl)+(Shift)+(F5)

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Brightness, apply less to image	86	 on Picture toolbar	Format Picture; decrease Brightness option	Right-click image; Format Picture; decrease Brightness option	
Brightness, apply more to image	86	 on Picture toolbar	Format Picture; increase Brightness option	Right-click image; Format Picture; increase Brightness option	
Caption, create AutoCaption	186		Insert Reference Caption; AutoCaption button		
Caption, delete	186				Select paragraph containing caption text; Del
Caption, edit	186				Click inside caption; make changes
Caption, insert	185		Insert Reference Caption		
Check Box Form Field, insert	115	 on Forms toolbar			
Contrast, apply less to image	86	 on Picture toolbar	Format Picture; decrease Contrast option	Right-click image; Format Picture; decrease Contrast option	
Contrast, apply more to image	86	 on Picture toolbar	Format Picture; increase Contrast option	Right-click image; Format Picture; increase Contrast option	
Cross-reference, insert	187		Insert Reference Cross-reference		
Cross-reference, update all fields	189				Ctrl)+ (A); (F9)
Cross-reference, update field	189			Right-click cross-reference field; Update Field	Click cross-reference; (F9)

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Digital signature, attach	65		Tools Options; Security tab; Digital Signatures button; Add button; select digital signature		
Document Map	189	 on Standard toolbar	View Document Map		
Document properties, customize	193		File Properties; Custom tab		
Document properties, print	195		File Print; Print what drop-down arrow; Document properties		
Document properties, view from within Open dialog box	194	 on Standard toolbar; select filename; Views drop-down arrow; Properties	File Open; select filename; Views drop-down arrow; Properties		(Ctrl)+[O]; select filename; Views drop-down arrow; Properties
Document protection, remove	55	Stop Protection on the Protect Document task pane	Tools Unprotect Document		
Drop-Down Form Field, insert	114	 on Forms toolbar			
Editing restrictions, remove	58	Stop Protection on the Protect Document task pane	Tools Unprotect Document		
Editing restrictions, set	56		Tools Protect Document; Allow only this type of editing in the document check box; Editing restrictions drop-down arrow; set restrictions; Yes, Start Enforcing Protection button		
Endnote, go to	179	 and 	Edit Go To; Endnote; Enter endnote number		(Ctrl)+[G]; Endnote; Enter endnote number
Endnote, insert	178		Insert Reference Footnote; Endnotes		(Alt)+[Ctrl]+[D]









Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Endnote text, change style	181	 on Standard toolbar; Show drop-down arrow on the Styles and Formatting task pane; Custom; Styles button; Category drop-down arrow; All Styles; Endnote Text; <u>M</u> odify button	Format <u>S</u> tyles and Formatting; Show drop-down arrow on the Styles and Formatting task pane; Custom; Styles button; Category drop-down arrow; All Styles; Endnote Text; <u>M</u> odify button		
File locations, change default	19		<u>T</u> ools <u>O</u> ptions; File Locations tab		
File search, by document properties	196		<u>F</u> ile File Search; Advanced File Search; specify property in the Advanced File Search task pane		
Font settings, change default	19		Format <u>F</u> ont; set options; <u>D</u> efault button; <u>Y</u> es button	Right-click text; <u>F</u> ont; set options; <u>D</u> efault button; <u>Y</u> es button	<u>C</u> trl+ <u>D</u> ; set options; <u>D</u> efault button; <u>Y</u> es button
Footnote, go to	179	 and 	<u>E</u> dit <u>G</u> o To; Footnote; Enter footnote number		<u>C</u> trl+ <u>G</u> ; Footnote; Enter footnote number
Footnote, insert	176		<u>I</u> nsert Reference Footnote; Footnotes		<u>A</u> lt+ <u>C</u> trl+ <u>F</u>
Footnote or endnote, change format	179		<u>I</u> nsert Reference Footnote; change settings in Format section; <u>A</u> pply button		
Footnote or endnote, copy	178	Select note reference mark;  ; position insertion point; 	Select note reference mark; <u>E</u> dit <u>C</u> opy; position insertion point; <u>E</u> dit <u>P</u> aste	Select note reference mark; right-click note; <u>C</u> opy; position insertion point; right-click; <u>P</u> aste	Select note reference mark; <u>C</u> trl+ <u>C</u> ; position insertion point; <u>C</u> trl+ <u>V</u>
Footnote or endnote, delete	178				Select note reference mark; <u>D</u> el
Footnote or endnote, edit	178	In Normal view, double-click reference mark; in Print Layout view, scroll to note location; click in note			




Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Footnote or endnote, move	178	Select note reference mark;  ; position insertion point; 	Select note reference mark; E dit C ut; position insertion point; E dit P aste	Select note reference mark; right-click note; C ut; position insertion point; right-click; P aste	Select note reference mark; C trl+ X ; position insertion point; C trl+ V
Footnote text, change style	181	 on Standard toolbar; Show drop-down arrow on the Styles and Formatting task pane; C ustom; S tyles button; C ategory drop-down arrow; A ll Styles; F ootnote Text; M odify button	F ormat S tyles and F ormatting; S how drop-down arrow on the Styles and Formatting task pane; C ustom; S tyles button; C ategory drop-down arrow; A ll Styles; F ootnote Text; M odify button		
Form, use onscreen	124		F ile N ew; click <i>On my computer</i> in the New Document task pane; double-click form name in the Templates dialog box		
Form fields, perform automatic calculations	121	 on Forms toolbar; T ype drop-down arrow; C alculation; enter formula in E xpression text box			
Form Field Options	116, 117	 on Forms toolbar			
Form Field Shading	113	 on Forms toolbar			
Form template, create	110		F ile S ave A s; <i>S</i> ave as <i>t</i> ype drop-down arrow; D ocument Template (*.dot)		
Forms toolbar, display	112		V iew T oolbars F orms	R ight-click toolbar; F orms	
Formatting restrictions, set	51		T ools P rotect Document; <i>L</i> imit formatting to a <i>s</i> election of <i>s</i> tyles check box; S ettings; choose settings; Y es, S tart E nforcing P rotection button		
Frame, delete	266	 on Frames toolbar	F ormat F rames D elete Frame		






Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Frame, insert new frame above	266	 on Frames toolbar	Format Frames New Frame Above		
Frame, insert new frame below	266	 on Frames toolbar	Format Frames New Frame Below		
Frame, insert table of contents frame	266	 on Frames toolbar	Format Frames Table of Contents in Frame		
Frames, insert frames page	264		Format Frames New Frames Page		
Frames, set properties	266	 on Frames toolbar	Format Frames Frame Properties	Right-click in frame; Frame Properties	
Graphics, crop	81	 on Picture toolbar	Format Picture; Crop from options	Right-click image; Format Picture; Crop from options	
Graphics, crop equally	83	 on Picture toolbar; hold down (Ctrl) while dragging center handle toward center of graphic	Format Picture; Crop from options; set identical Crop from option settings	Right-click image; Format Picture; set identical Crop from option settings	
Graphics, cropping with greater control	83	 on Picture toolbar; hold down (Alt) while dragging cropping handles			
Graphics, rotate	84	 on Picture toolbar			
Graphics, scale	88	 on Picture toolbar; Size tab; Scale options	Format Picture; Size tab; Scale options	Right-click image; Format Picture; Size tab; Scale options	
Graphics, washout image	93	 on Picture toolbar; Washout	Format Picture; Color drop-down arrow; Washout	Right-click image; Format Picture; Color drop-down arrow; Washout	
Hyperlink, insert	267	 on the Standard toolbar	Insert Hyperlink		(Ctrl)+K
Index, compile	214		Insert Reference Index and Tables; Index tab		




Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Index, update compilation	216				F9
Index entry, mark selected text	212		Insert Reference Index and Tables; Index tab; Mark Entry button		Alt+Shift+X
Information Rights Management service, download	60	 on the Standard toolbar	File Permission		
Macro, copy to another document or template	30		Tools Macro Macros; Organizer button; specify the source and destination documents or templates in the two list boxes; select NewMacros; Copy button; Close button		Alt+F8; Organizer button; specify the source and destination documents or templates in the two list boxes; select NewMacros; Copy button; Close button
Macro, delete	30		Tools Macro Macros; choose macro name; Delete button; Yes button		Alt+F8; choose macro name; Delete button; Yes button
Macro, edit	26		Tools Macro Macros; choose macro name; Edit button		Alt+F8; choose macro name; Edit button
Macro, record	21	Double-click REC on status bar or  on Visual Basic toolbar	Tools Macro Record New Macro		
Macro, run	24	 on Visual Basic toolbar	Tools Macro Macros; choose macro name; Run button		Alt+F8; choose macro name; Run button
Macro, stop recording	22	Double-click REC on status bar or  on the Stop Recording toolbar			
Mail merge, edit data source					Alt+Shift+E
Mail merge, filter records	156	 on the Mail Merge toolbar; field drop-down arrow			

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Mail merge, insert address block	144	 on Mail Merge toolbar			
Mail merge, insert greeting line	145	 on Mail Merge toolbar			
Mail merge, open data source	144	 on Mail Merge toolbar	Tools Letters and Mailings Mail Merge;	Next: Starting document;	Next: Select recipients; browse for list
Mail merge, perform within Access	147		Tools Office Links Merge It with Microsoft Office Word		
Mail merge, propagate labels	150	 on Mail Merge toolbar			
Mail merge, remove filter	159	 on the Mail Merge toolbar; field drop-down arrow; (Advanced . . .); Clear All button			
Mail merge, select Microsoft Outlook records	154		Tools Letters and Mailings; Mail Merge;	Next: Starting document;	Next: Select recipients; Select from Outlook contacts; choose Contacts Folder
Mail merge, set advanced filter	158	 on the Mail Merge toolbar; field drop-down arrow; (Advanced . . .); Filter Records tab; set filters			
Mail merge, set directory as document type	159	 on Mail Merge toolbar; Directory	Tools Letters and Mailings Mail Merge;	Directory	
Mail merge, set labels as mail merge document type	148	 on Mail Merge toolbar; Labels	Tools Letters and Mailings Mail Merge;	Labels	

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Mail merge, sort records	159	 on the Mail Merge toolbar; field drop-down arrow; (Advanced . . .); Sort Records tab; set conditions			
Mail merge, to new document	144	 on Mail Merge toolbar			(Alt)+⇧+N
Mail merge field, insert	159	 on Mail Merge toolbar			(Alt)+⇧+F
Master document, create	227	 on Views button area; type document	View Outline; type document		
Menu, add commands	9	 on Standard toolbar; Add or Remove Buttons; Customize; Commands tab; click a category in the Categories list; drag a specific command from the Commands list to the menu	Tools Customize; Commands tab; click a category in the Categories list; drag a specific command from the Commands list to the menu	Right-click toolbar; Customize; Commands tab; click a category in the Categories list; drag a specific command from the Commands list to the menu	
Menu, create	8	 on Standard toolbar; Add or Remove Buttons; Customize; Commands tab; drag New Menu to menu bar	Tools Customize; Commands tab; drag New Menu to menu bar	Right-click toolbar; Customize; Commands tab; drag New Menu to menu bar	
Menu, rename category	9	 on Standard toolbar; Add or Remove Buttons; Customize; right-click menu category name; Name	Tools Customize; right-click menu category name; Name	Right-click toolbar; Customize; right-click menu category name; Name	
Menu commands, rearrange	10	 on Standard toolbar; Add or Remove Buttons; Customize; Commands tab; Rearrange Commands button; Menu Bar drop-down arrow; click command in Controls list; Move Up button or Move Down button	Tools Customize; Commands tab; Rearrange Commands button; Menu Bar drop-down arrow; click command in Controls list; Move Up button or Move Down button	Right-click toolbar; Customize; Commands tab; Rearrange Commands button; Menu Bar drop-down arrow; command in Controls list; Move Up button or Move Down button	

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Menu options, set	7	 on Standard toolbar; A dd or Remove Buttons; C ustomize; O ptions tab	T ools C ustomize; O ptions tab	Right-click toolbar; C ustomize; O ptions tab	
Microsoft Outlook, import data file	151		F ile I mport and Export; I mport from another program or file		
Password, deleting to open or modify a document	63		T ools O ptions; S ecurity tab; select and delete existing password; O K; F ile S ave		
Password, set to modify document	63		T ools O ptions; S ecurity tab; type in the <i>Password to modify</i> text box; O K; type in the <i>Reenter password to modify</i> text box		
Password, set to open document	61		T ools O ptions; S ecurity tab; type in the <i>Password to open</i> text box; O K; type in the <i>Reenter password to open</i> text box		
Picture, reset image	87	 on Picture toolbar	F ormat P icture; R eset button	Right-click image; F ormat P icture; R eset button	
Protect Form	122	 on Forms toolbar			
Readability tools, activate after spelling and grammar checking	49		T ools O ptions; S pelling & Grammar tab; <i>Show readability statistics</i> check box		
Spelling & Grammar feature, customize	12		T ools O ptions; S pelling & Grammar tab		
Spelling dictionary, add	14		T ools O ptions; S pelling & Grammar tab; C ustom D ictionaries button; A dd button		
Spelling dictionary, create custom	16		T ools O ptions; S pelling & Grammar tab; C ustom D ictionaries button; N ew button		

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Spelling dictionary, modify custom	16		T ools O ptions; S pelling & G rammar tab; C ustom D ictionaries button; click dictionary name; M odify button		
Spelling dictionary, remove	15		T ools O ptions; S pelling & G rammar tab; C ustom D ictionaries button; click dictionary; R emove button		
Spelling dictionary, set default	14		T ools O ptions; S pelling & G rammar tab; C ustom D ictionaries button; click dictionary name; C hange D efault button		
Subdocument, insert	230	 on Outlining toolbar			
Subdocument, remove	230	 on Outlining toolbar			Select subdocument icon; Del
Subdocuments, collapse	229	 on Outlining toolbar			
Subdocuments, create	228	Select headings;  on Outlining toolbar			
Summary, show and hide document text	48	 on AutoSummarize toolbar			
Table of authorities, compile	224		I nsert R eference I ndex and T ables; T able of A uthorities tab		
Table of authorities entry, mark	223		I nsert R eference I ndex and T ables; T able of A uthorities tab; M ark C itation button		Alt + Shift + I
Table of contents, compile	218		I nsert R eference I ndex and T ables; T able of C ontents tab		
Table of contents, update	219				F9

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Table of contents entry, mark selected text	220				(Alt)+⇧+O
Table of figures, create from captions	221		Insert Reference Index and Tables; Table of Figures tab		
Text Form Field, insert	112	 on Forms toolbar			
Theme, apply or change	269		Format Theme		
Theme, remove	271	Format Theme; (No Theme)			
Thumbnails	190		View Thumbnails		
Toolbar, add a button	3	 ; Add or Remove Buttons; Customize; Commands tab; click toolbar name; click command to add to toolbar	Tools Customize; Commands tab; click and drag command to toolbar	Right-click toolbar; Customize; Commands tab; click and drag command to toolbar	
Toolbar, create	3		Tools Customize; Toolbars tab; New	Right-click toolbar; Customize; Toolbars tab; New	
Toolbar, delete	6		Tools Customize; Toolbars tab; click toolbar name; Delete	Right-click toolbar; Customize; Toolbars tab; click toolbar name; Delete	
Toolbar, hide or show	6		Tools Customize; Toolbars tab; click check box to hide or show toolbar	Right-click toolbar; click toolbar name	
Toolbar, move	6	Click and drag toolbar title bar or the left edge of the toolbar; drop toolbar where you want it			
Toolbar, remove button	7	 ; Add or Remove Buttons; Customize; Commands tab; toolbar name; click and drag button away from toolbar	Tools Customize; click and drag command away from toolbar	Right-click toolbar; Customize; click and drag command away from toolbar	

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Toolbar, rename custom	6		T ools C ustomize; T oolbars tab; click toolbar name; R ename	Right-click toolbar; C ustomize; T oolbars tab; click toolbar name; R ename	
Toolbar options, set	7	 on Standard toolbar; A dd or Remove Buttons; C ustomize; O ptions tab	T ools C ustomize; O ptions tab	Right-click toolbar; C ustomize; O ptions tab	
User exceptions to restricted documents, set	58		T ools P rotect Document; select text; click name(s) in Exceptions (optional) section; Y es, S tart E nforcing P rotection button		
Watermark, create	90		F ormat B ackground; P rinted W atermark		
Watermark, insert on all pages	93		V iew H ead and F ooter; F ormat; B ackground; P rinted W atermark		
Watermark, remove	93		F ormat B ackground; P rinted W atermark; N o watermark		
Web page, preview	263		F ile W eb Page Preview		
Web page, refresh in Internet Explorer	263		V iew R efresh		(F5)
Web page, round-trip from Internet Explorer	263		F ile E dit with Microsoft Office Word		
Web page, save document	262		F ile S ave A s; S ave as <i>type</i> drop-down arrow; W eb Page (*.htm; *.html)		
Word count, display	50		T ools W ord Count		(Ctrl)+⇧+G
Word count, recount	51	 on Word Count toolbar			(Ctrl)+⇧+R
Word environment, customize	11		T ools O ptions		

Word Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Workgroup templates, set default location	110		T ools O ptions; F ile Locations tab; Workgroup templates; M odify		
XML, save document	254		F ile S ave A s; S ave as <i>type</i> drop-down arrow; XML Document (.xml)		
XML element, remove	252			Right-click the opening or closing tag; R emove . . . tag	
XML element, specify attribute	252			Right-click element name in the XML Structure task pane; A tttributes	
XML elements, print tags	253		T ools O ptions; P rint tab; X ML tags check box		
XML elements, show/hide	252		V iew T ask P ane; S how XML tags in the document check box in the XML Structure task pane		C trl) + S hift) + X)
XML elements, tag	249		Click root element tag in the XML Structure task pane; A pply to E ntire D ocument button; select text and apply respective tag		
XML options, set	255		T ools T emplates and A dd- I ns; X ML S chema tab; X ML O ptions button		
XML schema, add and attach	245		T ools T emplates and A dd- I ns; X ML S chema tab; A dd S chema button		
XML Schema Library, manage (add, remove, delete)	258		T ools T emplates and A dd- I ns; X ML S chema tab; S chema L ibrary button		