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MS Word Toolbars

by Author's Name

By default, the Standard toolbar appears every time you open Word; it is usually docked below the menu bar, although it can be moved anywhere in the Word window that is most convenient for you. You can also turn the toolbar off by right clicking it and deselecting it from the list that pops up, although unless you are extremely proficient in Word and know all the shortcut keys, you will probably leave it in place. Depending on which version of Word you are using and the customization that you or another user has done to the toolbars, the buttons that appear on the bar may vary.

The following buttons are the first set on the toolbar and control file commands such as saving and searching for files:

New File: Creates a new Word file.

Open File: Opens a Word file saved to your hard drive or removable media.

Save File: Saves the current document.

Email: Emails the current document. Send to Mail Recipient (as Attachment): Emails the current document as an attachment.

Search: Opens a dialogue box that will guide you through a search of the current document or your entire hard drive.

Printing Buttons

The second set of buttons on the standard toolbar help you put the finishing touches on your final document and print it. Again, the buttons displayed on your toolbar

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Typography Terms in MS Word

by Author's Name

The following is a glossary of some common typographic terms you may encounter when working with fonts in Word:

Term: Definition

Ascender: The part of certain lowercase letter that extends above the x-height of a font.

Baseline: The line along which the bases of all capital letters (and most lowercase letters) are positioned.

Cap Height: The height of the uppercase letters within a font.

Descender: The portion of a lowercase letter that extends below the base line of the letter.

Em: A unit of measurement equal to the current type size. For example, an em in 12 point type is equal to 12 points.

En: A unit of measurement equal to half of one em.

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Sidebar Headline

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Toolbars (continued from page 1)

may differ.

Print: Prints the current document.

Print Preview: Shows you how the page will look when printed.

Spelling: Will check the selection or sheet for spelling errors.

Editing Buttons

The editing buttons on the standard toolbar are among the most useful. They provide you with the ability to move text around in the document, helps ensure formatting uniformity, and allow you to correct any errors you make.

Cut: Removes the current selection and places it on the clipboard.

Copy: Copies the current selection to the clipboard.

Paste: Pastes the last cut or copied selection.

Format Painter: Copies formats from a selected object and applies it to another object.

Undo: Undoes the last command or action.

Redo: Redoes the last command or action.

InLine versus Floating Graphics

by Author's Name

Graphics can be inserted into a document "inline" rather than floating in the draw layer. When a graphic is inserted this way, it behaves in almost all respects like a text character. That is, it flows on the page the same way text flows. It honors the paragraph alignment and line spacing attributes of the containing paragraph and so on. It can be cut or copied to the clipboard and pasted elsewhere (or dragged and dropped) like a piece of text, either by itself or with the text that it is inline with.

A graphic can be switched between floating and inline states simply by right-clicking and choosing Format Picture, then:

1. if using Word 97, click the Position tab and check or uncheck Float Over Text.
2. if using Word 2000, click the Layout tab, select either Inline with Text or a different Wrapping option, and click OK

One nicest features of floating graphics is that they allow you to wrap your text around the visible area of a graphic, as opposed to wrapping it round a rectangle, making it look highly professional (see article: How to wrap text around the visible area of a graphic).

For information on some of the less desirable features of floating objects, and how to work around them, see article: The draw layer: a metaphysical space (and how to bring it back down to earth).

More information available at <http://word.mvps.org/Tutorials/index.htm>

Frequently Used Shortcuts

by Author's Name

You can activate a command in Word by using shortcut keys, also called hot keys. A shortcut key is generally the Ctrl key and a letter, although some of the more advanced shortcut keys also include the shift key. To activate a command using a shortcut key, simply hold down the Ctrl key (and Shift key if required) and press the letter for the command. You'll find that shortcut keys will greatly increase your productivity, as you aren't taking your hands off the keyboard to fumble with the mouse. Here are some of the more frequently used shortcut keys:

New Ctrl + N Creates a new blank document

Open Ctrl + O Opens a saved document

Save Ctrl + S Saves the current document

Print Ctrl + P Prints the current page

Undo Ctrl + Z Cancels the last change to the document

Repeat Ctrl + Y Repeats the last command

Copy Ctrl + C Copies the selected text to the clipboard

Paste Ctrl + V Pastes the cut or copied selection

Cut Ctrl + X Removes the selection and places it on the clipboard

Find Ctrl + F Finds text within the current document

Help F1 Opens Word's Help center

Save As F12 Saves the current document with a different name

Navigating With Shortcut Keys

While most people are comfortable using the mouse to scroll through documents and position the cursor where they need it, shortcut keys are a more efficient way to

navigate through your document. Learning these basic shortcut keys will prepare you for macros and have you moving through your document like greased lightning!

Arrow Keys Moves the cursor one place in the respective direction

Ctrl + Left Arrow Moves the cursor one word to the left

Ctrl + Right Arrow Moves the cursor one word to the right

Ctrl + Down Arrow Moves the cursor to the top of the next paragraph

Ctrl + Up Arrow Moves the cursor to the top of the previous paragraph

Page Down Displays the next screen

Ctrl + Page Down Moves the cursor to the top of the next page

Ctrl + Alt + Page Down Moves the cursor to the bottom of the window

Page Up Displays the previous screen

Ctrl + Page Up Moves the cursor to the top of the previous page

Ctrl + Alt + Page Up Moves the cursor to the top of the window

End Moves to the end of the current line

Ctrl + End Moves the cursor to the end of the document

Home Moves to the beginning of the current line

Ctrl + Home Moves the cursor to the beginning of the document

Ctrl + G Opens the go to tab in the find and replace dialog box

Ctrl + F Opens the find tab in the find and replace dialog box

Ctrl + H Opens the replace tab in the find and replace dialog box

Sidebar Headline

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Typography Terms (cont. from page

Font: The complete set of characters for one typeface at one particular type size, excluding attributes such as bold or italic.

Font Family: Group of typefaces with similar characteristics. For example, the sans serif typefaces Arial, Arial Bold, Arial Bold Italic, Arial Italic, Small Fonts, and MS Sans Serif are all part of the Swiss font family.

Font Size: The size of type, measured in points between the bottom of the descender and the top of the ascender (the vertical point size of a font). Sometimes referred to as the Type or Point Size.

Font Style: Refers to the specific characteristics of the font. The four characteristics that can be defined for fonts are italic, bold, bold italic, and roman.

Kerning: The adjustment of spacing between letters. Also called Letter Spacing.

Leading: (pronounced "leding") The amount of vertical space between lines of type.

Letter Spacing: Extra space inserted between letters in a word. Also called Kerning.

Line Spacing: The amount of vertical spacing, expressed in points, from the baseline of one line of text, to the baseline of the next line.

Pica: A unit of measurement equal to one-

sixth of an inch. There are 12 points to a pica.

Point: A unit of measurement, often used to measure type size, equal to 0.013837 inch (approximately equal to 1/72").

Sans Serif: A font that does not have serifs. For example, Helvetica or Modern.

Serif: A small cross stroke accentuating the end of the main stroke of a letter in some typefaces.

Spacing: Can be either fixed or proportional. In a fixed font, such as Courier, every character occupies the same amount of space. In a proportional font, such as Arial or Times New Roman(R), character width varies.

Typeface: A set of characters that share common characteristics, such as stroke width and the presence or absence of serifs.

Weight: Refers to the heaviness of the stroke for a specific font, such as Light, Regular, Book, Demi, Heavy, Black, and Extra Bold.

Width: Refers to whether the standard typeface has been extended or compressed horizontally. The common variations are Condensed, Normal, or Extended.

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