



Getting Started

Word 2003 Window



- **Menu Bar** - contains all tools for use with Word 2003.
- **Standard Toolbar** - contains shortcuts for standard Word actions and tools.
- **Formatting Toolbar** - contains shortcuts for applying formatting features to your document.
- **Document Pane** - displays your document.
- **Task Pane** - provides quick access to help, select tasks, and a workspace.
- **Task Pane** - displays tasks according to the selected category. Note: To hide or display a toolbar, select **Toolbars** from the **View** menu and select the toolbar from the resulting menu.

Using the Task Pane

The task pane includes commonly used dialog boxes. For example, when you select **New** from the **File** menu to create a new document, the **New Document** pane will appear in the task pane.

- To change the task category, click the down arrow on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** or **Forward** buttons, or click the **Home** button to return to the **Getting Started** task pane.
- To open or close the task pane, select **Task Pane** from the **View** menu or press **Ctrl + F7**. To quickly close the task pane, click the **Close** button in the upper-right corner of the pane.



Using the Getting Started Task Pane

The **Getting Started** task pane appears whenever you open Word 2003. It allows you to search for topics, open recent documents, create a new document, and access Microsoft Office Online.

Using Smart Tags

Smart Tags enable you to perform actions that you would normally need to do when using buttons to do. For example, when you type a person's name, the **Smart Tag Actions** button will appear. Click the button to insert from a list of options, such as sending an email, inserting an address, or scheduling a meeting. Note: To customize Smart Tags or to learn more about or off, select **Customize Options** from the **Smart** menu and click the **Smart Page** tab.

Creating a New Blank Document

1. Select **New** from the **File** menu. The **New Document** task pane will appear.
2. In the **New** section, click the **Blank document** shortcut. Note: To quickly create a new **Blank document**, press **Ctrl + N** or click the **New** button on the **Standard** toolbar.

Creating a New Document from a Template

1. Select **New** from the **File** menu. The **New Document** task pane will appear.
2. In the **Templates** section, do one of the following:
 - Click the **On my computer** shortcut to select a template stored on your computer. Select the template and click the **OK** button.
 - Create a word or phrase in the **Search online** text box and click the **Go** button to search for templates online.
 - Click on the **Template Name** page shortcut to go to the Microsoft Office Online Template Name page.

Note: If you have already used a template, it will appear on the **New Document** task pane under **Recently used templates**. Click on the template shortcut to open it.

Opening a Document

1. Select **Open** from the **File** menu or press **Ctrl + O**, or click the **Open** button on the **Standard** toolbar.
2. Locate and select the document that you want to open.
3. Click the **Open** button. Note: The **Getting Started** task pane displays the most recently opened documents. Click a document name to open the document.

Saving a Document

1. Select **Save** from the **File** menu.
2. Select the location where you want to save the document.
3. Enter a file name in the **File name** box.
4. Click the **Save** button. Note: To quickly save after the initial save, press **Ctrl + S** or click the **Save** button on the **Standard** toolbar.

Saving a Document as a Web Page

1. Select **Save as Web Page** from the **File** menu.
2. Select the location where you want to save the document.
3. Enter a file name in the **File name** box.
4. Optional: Click the **Change file** button, enter a title in the **Page title** box, and click the **OK** button. (This is the title that is displayed in the title bar of the Web browser.)
5. Click the **Save** button.

Using the Research Task Pane

The **Research** task pane provides access to resources such as a dictionary, thesaurus, encyclopedias, translations, and Web words.

1. Select **Research** from the **Tools** menu or click the **Research** button on the **Standard** toolbar.
2. Create a word or phrase in the **Search for text**.
3. Select a reference book or research site to search.
4. Click the **Start searching** button.
5. Click a plus sign to expand reference books and links.

Note: The **Research** task pane requires an Internet connection in order to access all features.



Microsoft Word 2003 Quick Source Guide

JA Banks



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Table of Contents Microsoft Word 2003 Quick Source Guide

1. Understanding the eBook Microsoft Word 2003 Quick Source Guide
 - The Rise of Digital Reading Microsoft Word 2003 Quick Source Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2003 Quick Source Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2003 Quick Source Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2003 Quick Source Guide
 - Personalized Recommendations
 - Microsoft Word 2003 Quick Source Guide User Reviews and Ratings
 - Microsoft Word 2003 Quick Source Guide and Bestseller Lists
5. Accessing Microsoft Word 2003 Quick Source Guide Free and Paid eBooks

- Microsoft Word 2003 Quick Source Guide Public Domain eBooks
 - Microsoft Word 2003 Quick Source Guide eBook Subscription Services
 - Microsoft Word 2003 Quick Source Guide Budget-Friendly Options
6. Navigating Microsoft Word 2003 Quick Source Guide eBook Formats
- ePub, PDF, MOBI, and More
 - Microsoft Word 2003 Quick Source Guide Compatibility with Devices
 - Microsoft Word 2003 Quick Source Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Microsoft Word 2003 Quick Source Guide
 - Highlighting and Note-Taking Microsoft Word 2003 Quick Source Guide
 - Interactive Elements Microsoft Word 2003 Quick Source Guide
8. Staying Engaged with Microsoft Word 2003 Quick Source Guide
- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2003 Quick Source Guide
9. Balancing eBooks and Physical Books Microsoft Word 2003 Quick Source Guide
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2003 Quick Source Guide
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 2003 Quick Source Guide
- Setting Reading Goals Microsoft Word 2003 Quick Source Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 2003 Quick Source Guide
- Fact-Checking eBook Content of Microsoft Word 2003 Quick Source Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development

- Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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