CREATING A MICROSOFT WORD DOCUMENT

It helps generate text documents. Features like colors, work art, images, animations can be inserted along with the text in the same file. Authors or Writers can use it for writing/ editing reports, letters, documents, resumes, and more. Spell-checks facility on the writing doc file is also available

Creating a New Document

When you start Word without opening an existing document, the program gives you an empty one to work in. If you're eager to put words to page, then type away. Sooner or later, though, you'll want to start *another* new document. Word gives you three ways to do so:

- ❖ **Creating a new blank document**. When you're preparing a simple document—like a two-page essay, a note for the babysitter, or a press release—a plain, unadorned page is fine. Or, when you're just brainstorming and you're not sure what you want the final document to look like, you probably want to start with a blank slate or use one of Word's templates (more on that in a moment) to provide structure for your text.

- ❖ **Creating a document from an existing document**. For letters, resumes, and other documents that require more formatting, why reinvent the wheel? You can save time by using an existing document as a starting point (<u>Section 1.2.2</u>). When you have a letter format that you like, you can use it over and over by editing the contents.

- ❖ **Creating a document from a template** . Use a template when you need a professional design for a complex document, like a newsletter, a contract, or meeting minutes. Templates are a lot like forms— the margins, formatting, and graphics are already in place. All you do is fill in your text

Creating a New Blank Document

Say you want a new blank document, just like the one Word shows you when you start the program. No problem—here are the steps:
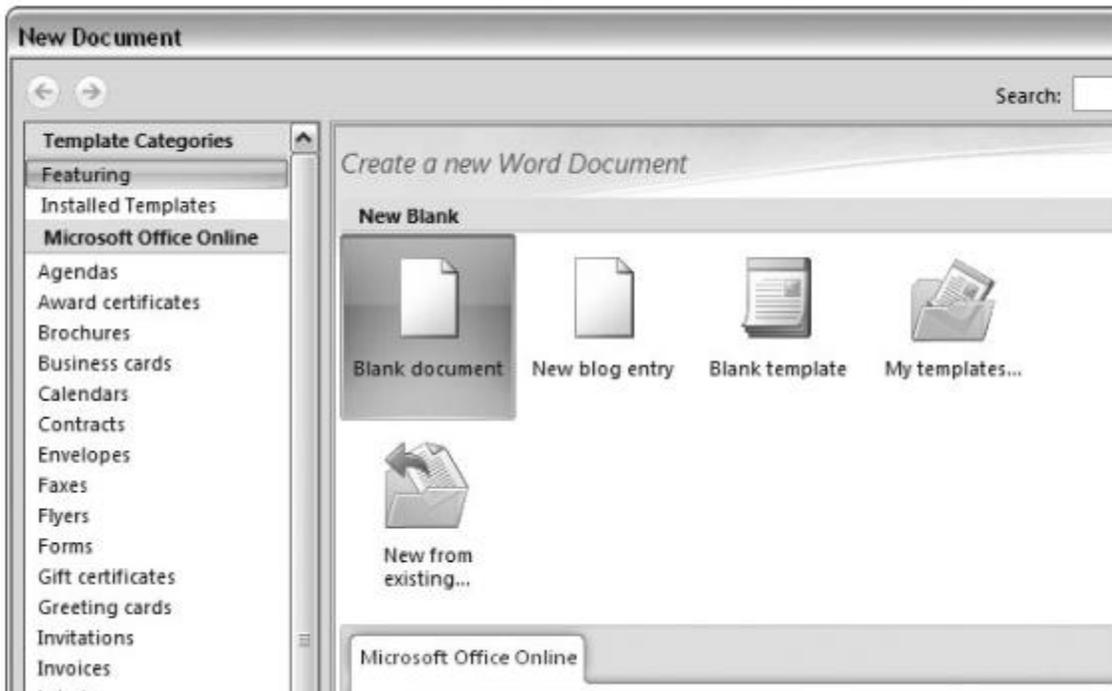
1. **Choose Office button** → New.

The New Document dialog box appears.

2. **In the upper**-left corner of the large "Create a new Word document" panel, click "Blank document"
   The New Document box presents a seemingly endless number of options, but don't panic. The "Blank document" option you want is on the left side of the first line.

3. **At the bottom** of the New Document dialog box, click Create.
   The dialog box disappears, and you're gazing at the blank page of a new Word document.

Open the New Document box (Office button → New, or Alt+F, N), and Word gives you several ways to create a new document. Click "Blank document" to open an empty document, similar to the one Word shows when you first start the program. Or you can click "New from existing" to open a document that you previously created under a new name.
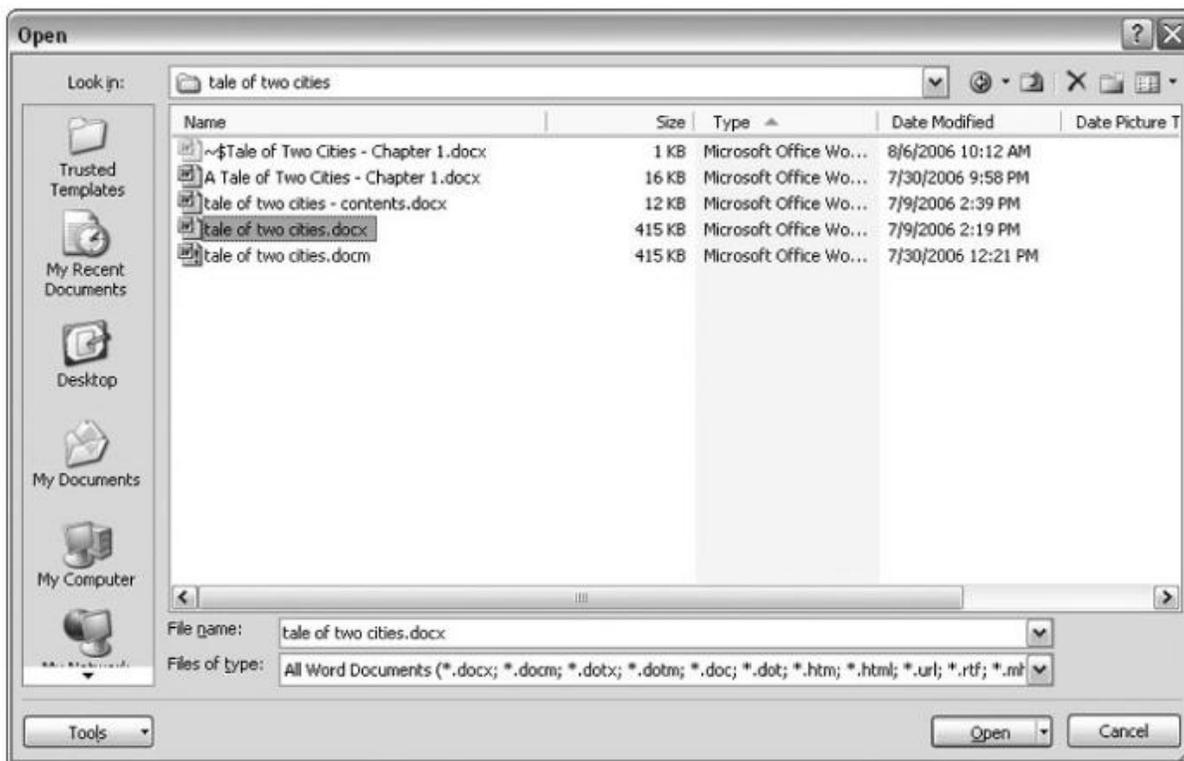
Opening an Existing Document

If you've mastered creating a document from an existing document and creating a document from a template, you'll find that opening an existing document is a snap. The steps are nearly identical.

Choose Office button → Open (Alt+F, O). In the Open window (Figure 1-6), navigate to the folder and file you want to open.

The Open window starts out showing your My Documents folder, since that's where Word suggests you save your files. When your document's in a more exotic location, click the My Computer icon, and then navigate to the proper folder from there.

With the file selected, click Open in the lower-right corner.

The Open box goes away and your document opens in Word. You're all set to get to work. Just remember, when you save this document (Alt+F, S or Ctrl+S), you write over the previous file. Essentially, you create a new, improved, and only copy of the file you just opened. If you don't want to write over the existing document, use the Save As command (Alt+F, A), and then type a new name in the File Name text box.

Open

Look in: tale of two cities

Name	Size	Type ▲	Date Modified	Date Picture T
~$Tale of Two Cities - Chapter 1.docx	1 KB	Microsoft Office Wo…	8/6/2006 10:12 AM	
A Tale of Two Cities - Chapter 1.docx	16 KB	Microsoft Office Wo…	7/30/2006 9:58 PM	
tale of two cities - contents.docx	12 KB	Microsoft Office Wo…	7/9/2006 2:39 PM	
tale of two cities.docx	415 KB	Microsoft Office Wo…	7/9/2006 2:19 PM	
tale of two cities.docm	415 KB	Microsoft Office Wo…	7/30/2006 12:21 PM	

Trusted Templates · My Recent Documents · Desktop · My Documents · My Computer

File name: tale of two cities.docx

Files of type: All Word Documents (*.docx; *.docm; *.dotx; *.dotm; *.doc; *.dot; *.htm; *.html; *.url; *.rtf; *.mh

Tools · Open · Cancel

This Open dialog box shows the contents of the tale of two cities folder, according to the "Look in" box at the top. The file tale of two cities. docx is selected, as you can see in the "File name box" at the bottom of the window. By clicking Open, Mr. Dickens is ready to go to work.

Saving and Closing Documents

From the earliest days of personal computing, the watchword has been "save early, save often." There's nothing more frustrating than working half the day and then having the Great American Novel evaporate into the digital ether because your power goes out. So, here are some tips to protect your work from disasters human-made and natural:

❖ Name and save your document shortly after you first create it. You'll see the steps to do so later in this section.

❖ Get in the habit of doing a quick save with Alt+F, S (think File Save) when you pause to think or get up to go to the kitchen for a snack. (Note for old-timers: Ctrl+S still works for a quick save too.)

❖ If you're leaving your computer for an extended period of time, save and close your document with Alt+F, C (think File Close).

The Many Ways to Save Documents

It's the Microsoft Way to give you multiple ways to do most everything. Whether that's because the company's programmers believe in giving you lots of choices, or because they can't make up their minds about the best way to do something is a question best left to the philosophers. But the point is, you do have a choice. You don't have to memorize every keystroke, button, and command. Especially with saving, the important thing is to find a way you like and stick with it. Here's a list of some ways you can save the document you're working on:

Saving by keyboard shortcut

Ctrl+S. If you're an old hand at Word, this keyboard shortcut may already be burned in your brain. It still works with Word and other Office programs. This command quickly saves the document and lets you get back to work.

Alt+F, S. This keyboard shortcut does the exact same thing as Ctrl+S. Unlike Ctrl+S, though, you get visual reminders of which keys to press when you press the Alt key. See the box above.

Saving by menu command

Office button → Save. If you don't want to use keyboard shortcuts, you can mouse your way to the same place using menus. Like the options above, this command saves your file with its current name.

Office button → Save As. The Save As option lets you save your file with a new name (Figure 1-17). When you use this command, you create a new document with a new name that includes any changes you've made. (The individual steps are described in the next section.

Office button → Close. When you close a document, Word checks to see if you've made any changes to the file. When you've made changes, Word always asks whether you'd like to save the document
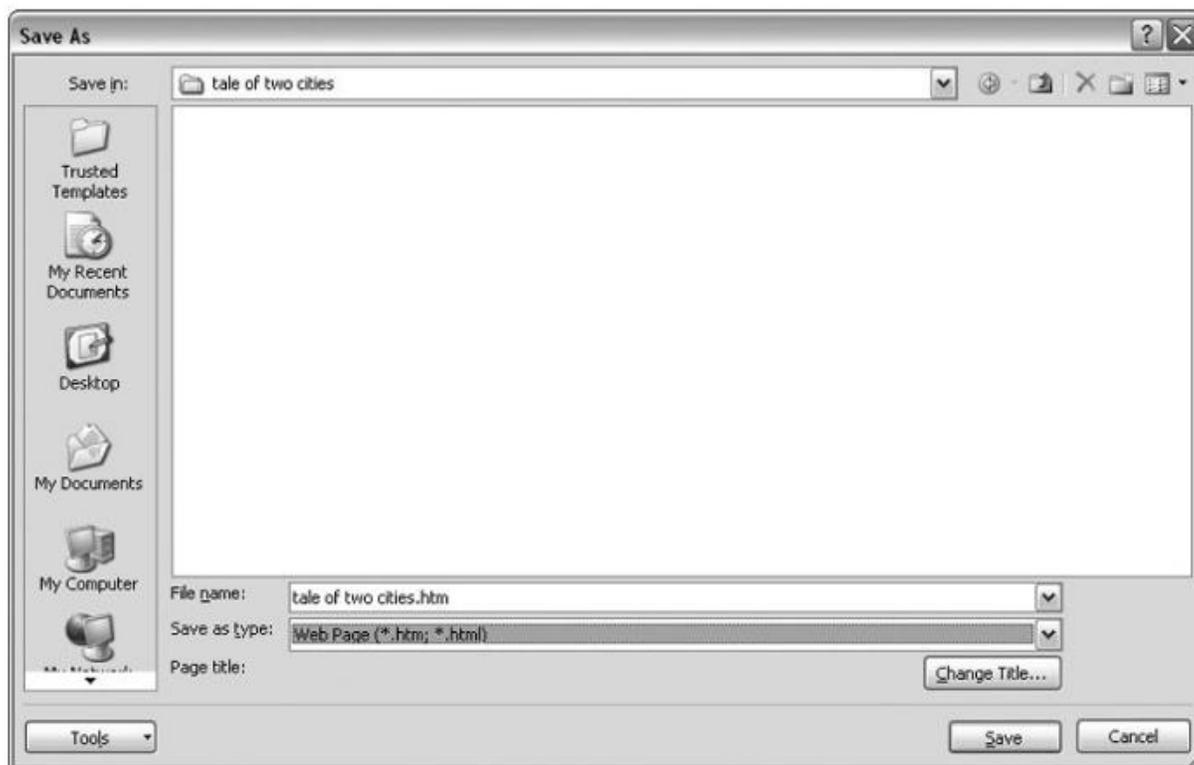
Use Office button → Save As to save your file with a new name or in a different file format. In this example, the Word file tale of two cities is being saved as an HTML type file—a format used for Web pages.

Saving with a new name

When you save a new document or save a document with a new name (Save As), you've got three things to consider: a filename, a file location, and a file format.

Here are the steps for saving a file, complete with a new name:

1. Choose Office button → Save As to open the Save As box.

You use the Save As command when you're saving a file with a new name. Word also displays the Save As box the first time you save a new document.

2. Use the "Save in" drop-down list or double-click to open folders in the window to find a location to store your file.
   The buttons in the upper-right corner can also help you navigate. See the details in Word doesn't care where you save your files, so you can choose your desktop or any folder on your computer.

3. At the bottom of the Save As dialog box, type a name in the File name box.
   Word accepts long names, so you don't need to skimp. Use a descriptive name that will help you identify the file two weeks or two years from now. A good name saves you time in the long run.

4. Use the "Save as type" box to choose a file type.
   In most cases you don't need to change the file type. Word automatically selects either .docx or .docm depending on the contents of your file, but Word can save files in over a dozen different formats. If you're sharing the file with someone who's using an older version of Word, then choose Word 97-2003 Document to save the document in .doc format. If you're sharing with someone who uses a Mac or Linux computer, then you may want to use the more universal Rich Text Format (.rtf).
   Unless you're sharing your file with someone using an older version of Word or a different operating system or making a template, stick with the new standard Word file types .docx (for normal Word files) and .docm (for files that run macros). See the box in Section 1.2.3 for a complete rundown.

Status bar

A status bar is a horizontal window at the bottom of a parent window in which an application can display various kinds of status information. The status bar can be divided into parts to display more than one type of information. The following screen shot shows the status bar in the Microsoft Windows Paint application. In this case, the status bar contains the text "For Help, click Help Topics on the Help Menu". The status bar is the area at the bottom of the window that contains Help text and coordinate information.

Types and Styles
   ➢ The default position of a status bar is along the bottom of the parent window, but you can specify the CCS_TOP style to have it appear at the top of the parent window's client area.
   ➢ You can specify the SBARS_SIZEGRIP style to include a sizing grip at the right end of the status bar.

Size and Height
The window procedure for the status bar automatically sets the initial size and position of the window, ignoring the values specified in the CreateWindowEx function. The width is the same as that of the parent window's client area. The height is based on the metrics of the font that is currently selected into the status bar's device context and on the width of the window's borders.
The window procedure automatically adjusts the size of the status bar whenever it receives a WM_SIZE message. Typically, when the size of the parent window changes, the parent sends a WM_SIZE message to the status bar.

Multiple-Part Status Bars

A status bar can have many different parts, each displaying a different line of text. You divide a status bar into parts by sending the window an SB_SETPARTS message, specifying the number of parts to create and the address of an integer array. The array contains one element for each part, and each element specifies the client coordinate of the right edge of a part.