Subject 8

The software tools for the operation with the structured documents

Lection 10

Introduction into Microsoft Word

Questions

1. Integrated environment Microsoft Office.
2. Creating the relations between the documents.
3. Assignment of the text editors.
4. The text editor Microsoft Word.
5. The elements of the Microsoft Word window.
6. Microsoft Word help system.

Document – is the ordered sequence of the own elements/components.

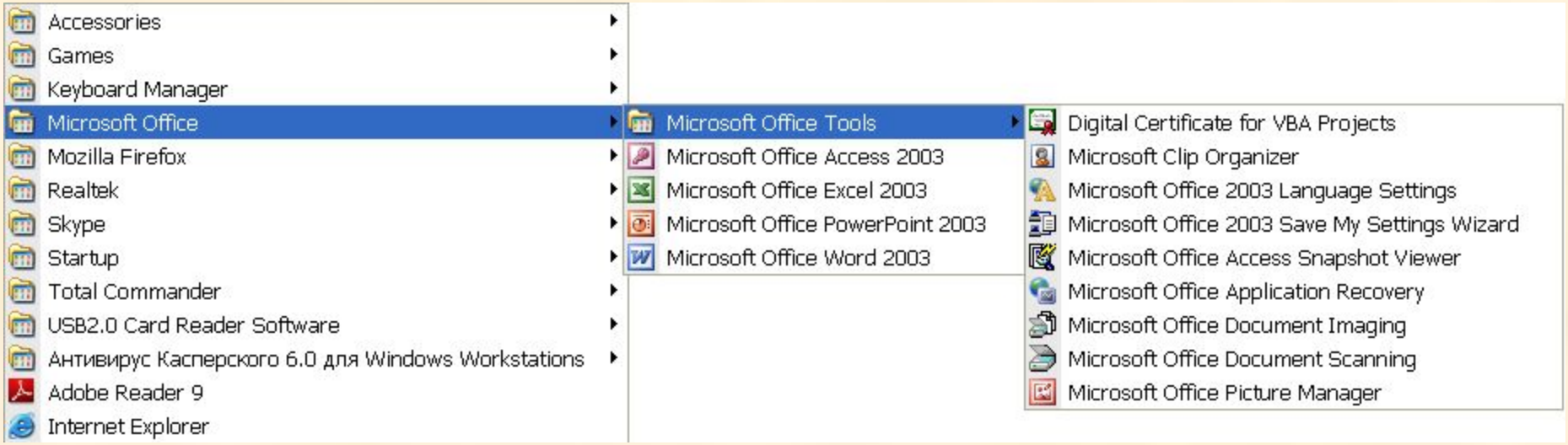
Components of the document are divided on elementary and composite.

Elementary components – are the components which can't include other elements.

All other elements is names composite.

As an example of the document can be the book which consists of parts, chapters, paragraphs, pictures, graphics, tables, equations, links etc.

1. INTEGRATED ENVIRONMENT MS OFFICE 2003

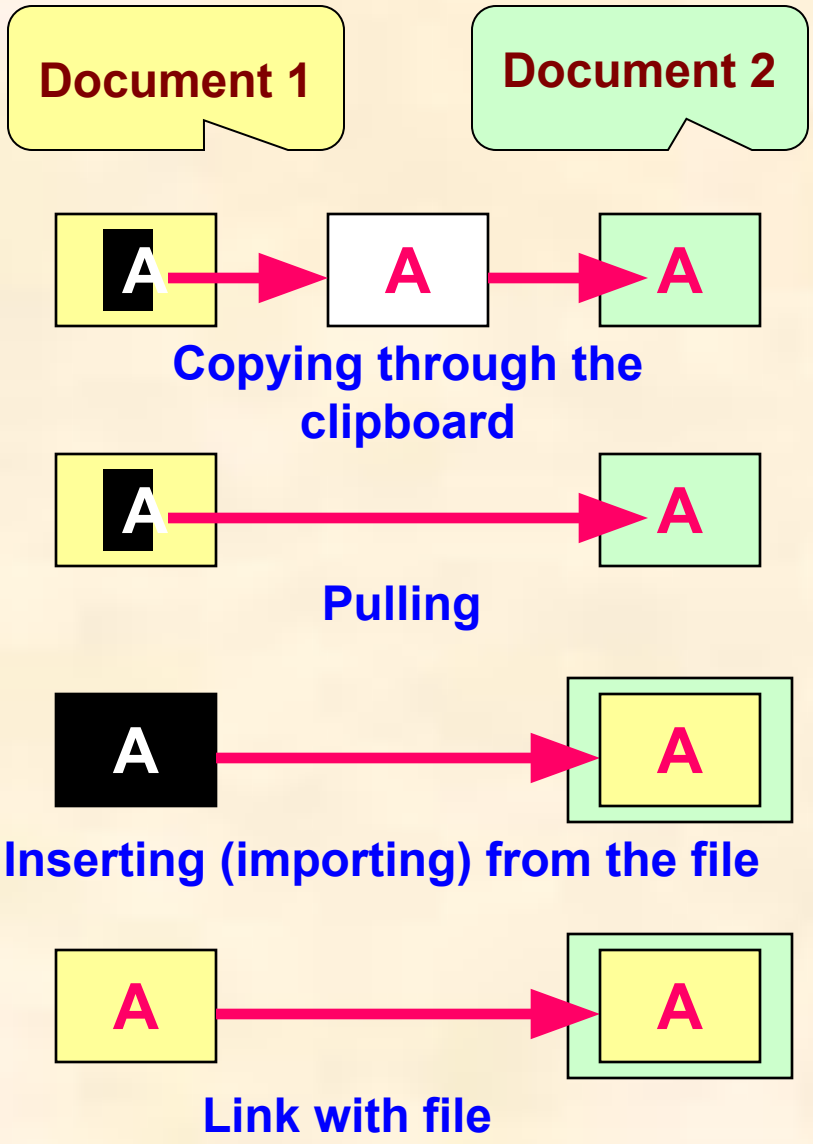


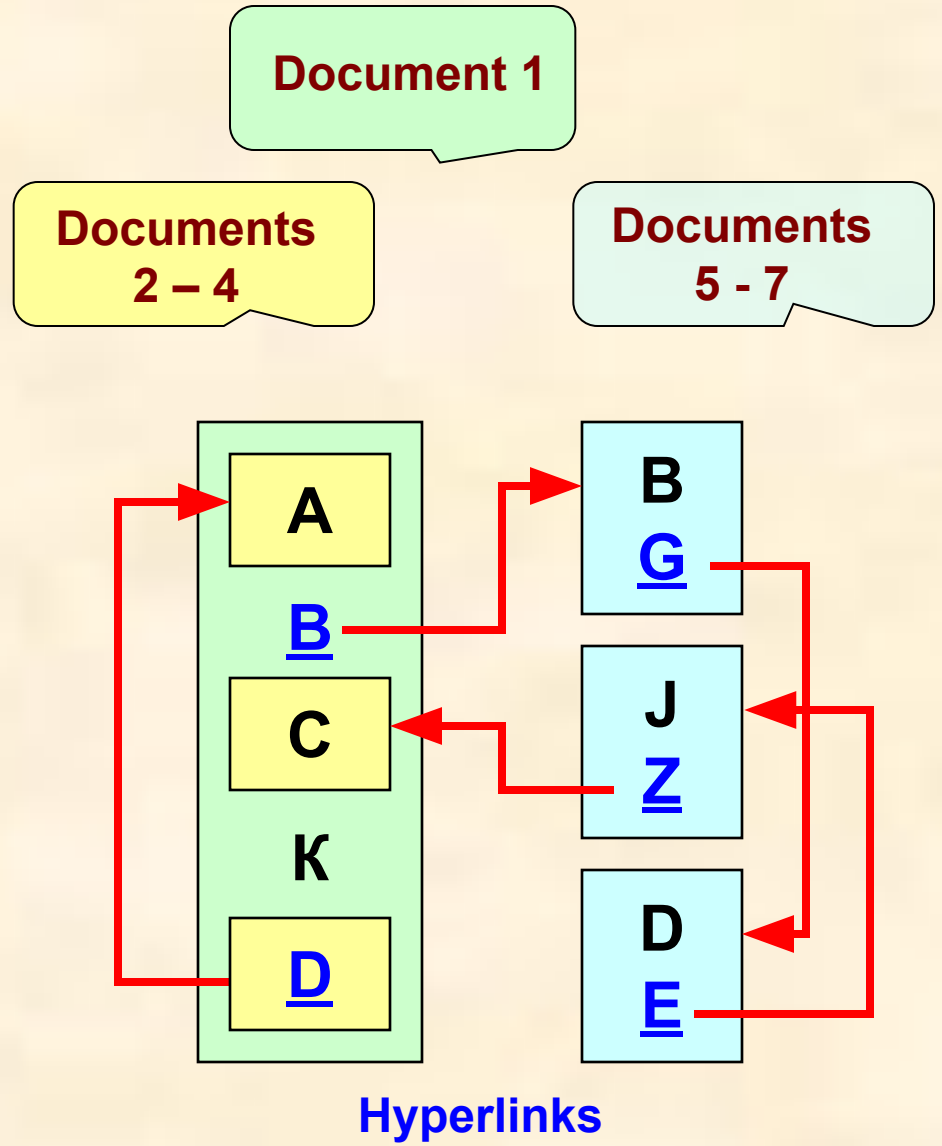
Microsoft Office Word 2003 – text processor

Types of integration in MS OFFICE 2003

1. **Integration with OS Windows by:**
   explorer, main and contextual menu, fonts library, address book, Paint, Internet Explorer, Outlook Express … .
2. **Integration with other application programs:**
   translators, graphic and multimedia editors … .
3. **Integration with the development environment:**
   VBA, SQL-Server … .
4. **Integration with Internet:**
   help system, training courses, Hot help, information about mistakes, import and export of the documents … .
5. **Integration between MS Office applications:**
   back-to-back transition and import-export of the documents with the help of the main and contextual menus and the toolbars … .
6. **Integration between MS Office documents ►**

2. Creating the relations between the documents.



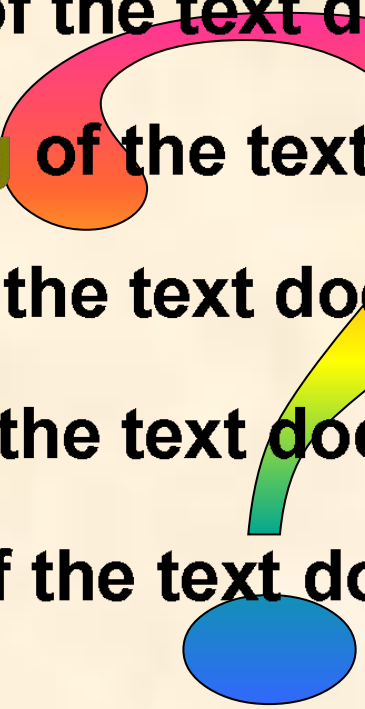


Hyperlink examples

For the getting of definition of the hyperlink click mouse button on the word which is dedicated by color, or click on the picture which is located on the right on this slide.

3. Assignment of the text editors

1. Creating of the text documents.
2. Displaying of the text documents.
3. Editing of the text documents.
4. Saving of the text documents.
5. Printing of the text documents.

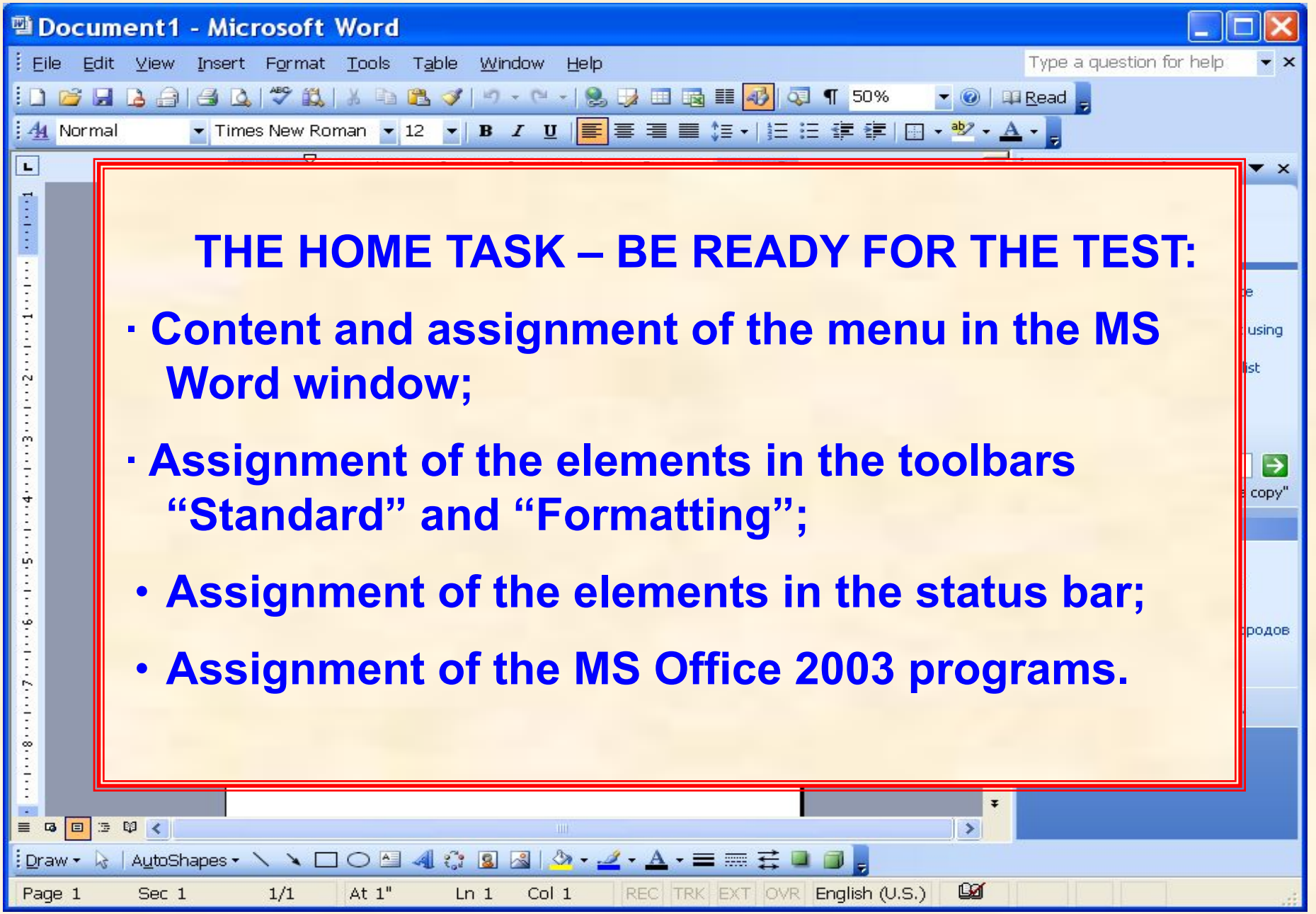


4. The text editor MS WORD

Additional features:

- Design (formatting) of the text documents;
- Creating of the nontextual objects (tables, pictures, notations, diagrams, equations, fields, bookmarks, hyperlinks, control elements, …);
- Importing (inserting) the information from the other documents files;
- Conversion the documents formats;
- Spelling and grammar check;
- Automation the execution of the user's operations and their sequences.

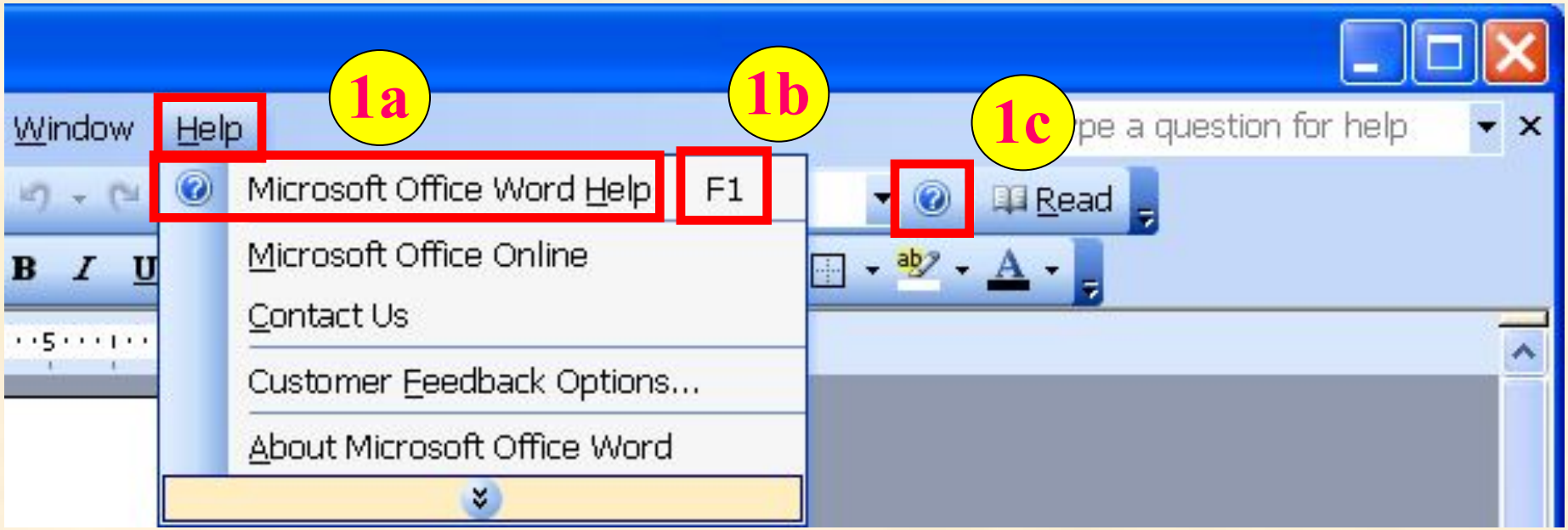
5. The elements of the MS WORD window



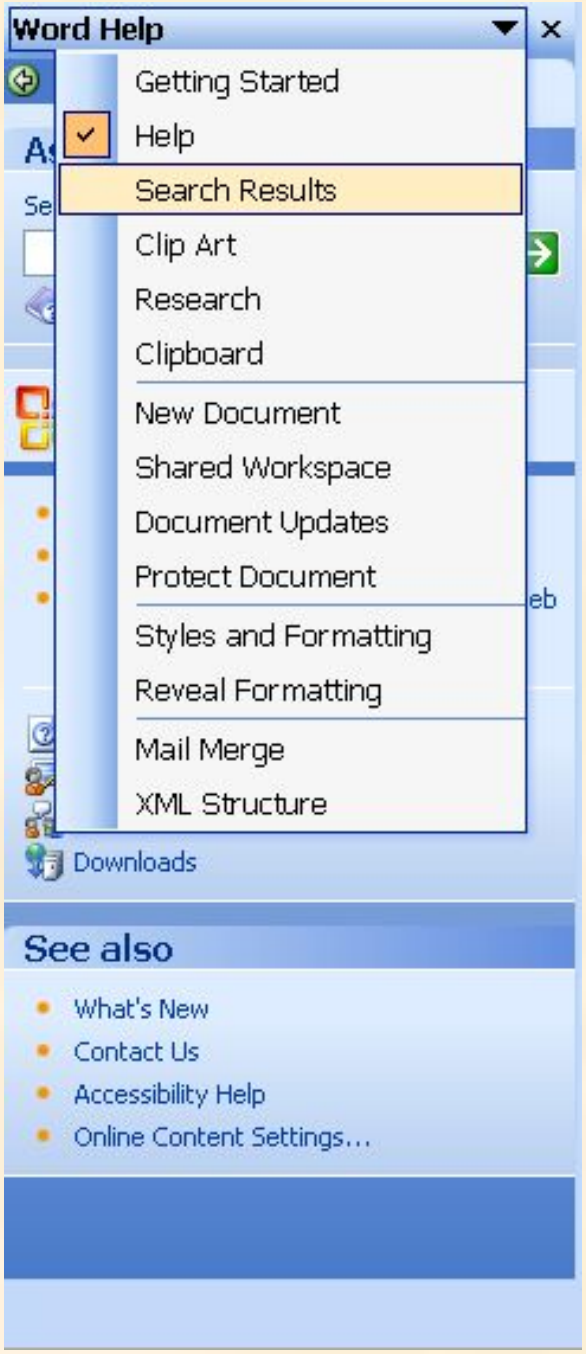
THE HOME TASK – BE READY FOR THE TEST:

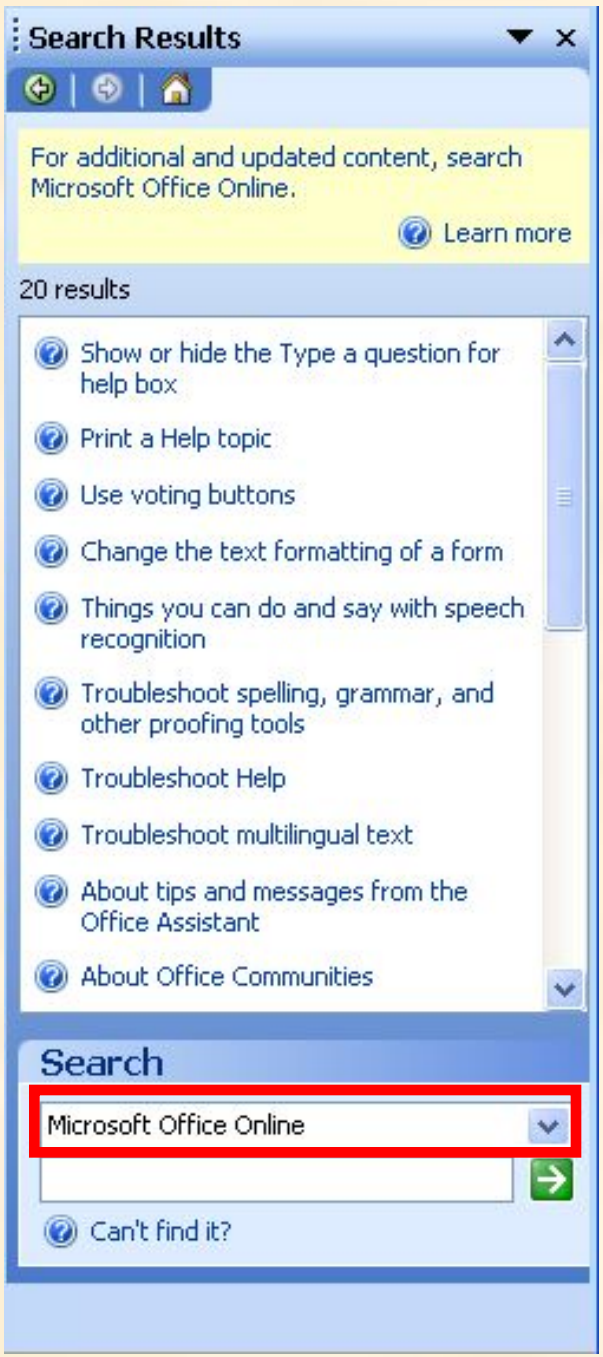
- Content and assignment of the menu in the MS Word window;
- Assignment of the elements in the toolbars “Standard” and “Formatting”;
- Assignment of the elements in the status bar;
- Assignment of the MS Office 2003 programs.

6. MS WORD help system

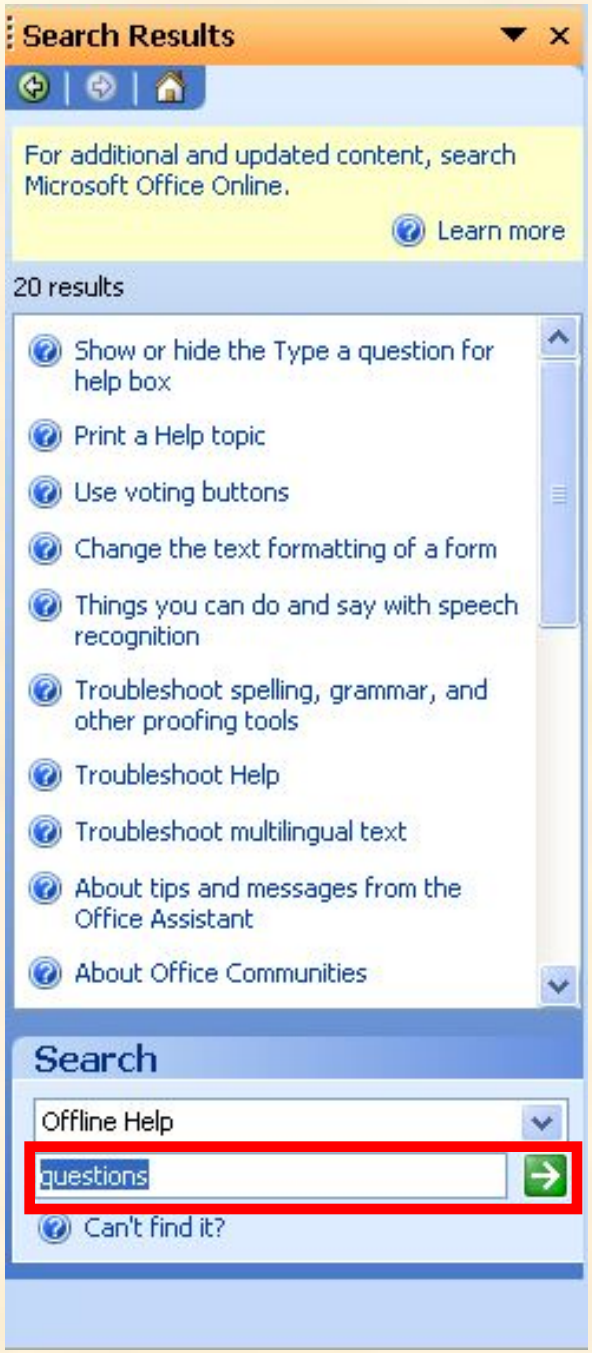


Word Help
Assistance
Search for:
Table of Contents
Office Online
Connect to Microsoft Office Online
Get the latest news about using Word
Automatically update this list from the web
More...
Assistance
Training
Communities
Downloads
See also
What's New
Contact Us
Accessibility Help
Online Content Settings...


Word Help
Getting Started
Help
Search Results
Clip Art
Research
Clipboard
New Document
Shared Workspace
Document Updates
Protect Document
Styles and Formatting
Reveal Formatting
Mail Merge
XML Structure
Downloads
See also
What's New
Contact Us
Accessibility Help
Online Content Settings...


Search Results
For additional and updated content, search Microsoft Office Online.
Learn more
20 results
Show or hide the Type a question for help box
Print a Help topic
Use voting buttons
Change the text formatting of a form
Things you can do and say with speech recognition
Troubleshoot spelling, grammar, and other proofing tools
Troubleshoot Help
Troubleshoot multilingual text
About tips and messages from the Office Assistant
About Office Communities
Search
Microsoft Office Online
Can't find it?

Search Results
For additional and updated content, search Microsoft Office Online.
Learn more
20 results
Show or hide the Type a question for help box
Print a Help topic
Use voting buttons
Change the text formatting of a form
Things you can do and say with speech recognition
Troubleshoot spelling, grammar, and other proofing tools
Troubleshoot Help
Troubleshoot multilingual text
About tips and messages from the Office Assistant
About Office Communities
Search
Microsoft Office Online
Microsoft Office Online
Assistance
Training
Templates
Offline Help
Clip Art and Media
Research


Search Results
For additional and updated content, search Microsoft Office Online.
Learn more
20 results
Show or hide the Type a question for help box
Print a Help topic
Use voting buttons
Change the text formatting of a form
Things you can do and say with speech recognition
Troubleshoot spelling, grammar, and other proofing tools
Troubleshoot Help
Troubleshoot multilingual text
About tips and messages from the Office Assistant
About Office Communities
Search
Offline Help
questions
Can't find it?