


## Exercise #5


### Troubleshooting Word Documents

In this exercise you will practice troubleshooting a document by showing paragraph marks and using Help.

#### Troubleshoot Word Problems

1. Open the file on your disk called **Word\_problems.doc**
  - a. Why is there a big space on the first page? \_\_\_\_\_
  - b. Why does Word say the document is three pages long when it looks like it's only got text on two pages? \_\_\_\_\_
  - c. Click the Show/Hide toolbar button  and see if you can figure out the answers.
  - d. Try fixing the problems so everything fits on one page.


#### Properties of Images in Word

1. Right-click on one of the pictures, choose **Format Picture**, choose the **Layout** tab, and figure out which option lets you drag the pictures anywhere you want in the document without moving the text. This may take some trial and error. ;)
2. Bring up the drawing toolbar, click on the "square" tool  and click and drag in your document to draw a square.
3. Right-click on the square you just drew and choose **Format AutoShape** and look at the options for formatting the square.

#### Save As .rtf

1. Try saving the file as a .txt file and read the warning message. What is wrong with saving this as a .txt file? \_\_\_\_\_
2. Save the file as an .rtf file.
  - a. What size is the original file in .doc format? \_\_\_\_\_
  - b. What size is the file in .rtf format? \_\_\_\_\_

#### BONUS

- Go to the **Help** menu, double-click on the "What's This" button 
  1. Try clicking on different pieces of text to see how the computer "sees" formatting. *In Word 2000 or previous versions, a box pops-up with the format information. In later versions of Word, formatting info shows up in the right-hand task pane.*
  2. Use your **ESC** key to cancel the **What's This** feature?