Word 2000

Spring 2002
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I. INTRODUCTION

Microsoft Word 2000 is a full-featured word processing application. It allows you to create attractive and professional looking documents quickly and easily. Features include creating new documents, editing text, formatting fonts and pages, adding graphics and creating tables.

II. GETTING STARTED

To get started:

- click Start, select Programs, and click Microsoft Word

A. The Mouse Pointer

The appearance of the mouse pointer changes dependent on it’s position on the screen and the task being performed.

<table>
<thead>
<tr>
<th>Mouse Activity</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>click</td>
<td>Press and release the left mouse button.</td>
</tr>
<tr>
<td>double-click</td>
<td>Click the left mouse button twice in rapid succession.</td>
</tr>
<tr>
<td>right-click</td>
<td>Press and release the right mouse button.</td>
</tr>
<tr>
<td>click &amp; drag</td>
<td>Press and hold down the left mouse button while moving the mouse to a specified location, and then release it.</td>
</tr>
<tr>
<td>point</td>
<td>Position the mouse pointer on a given item.</td>
</tr>
</tbody>
</table>

B. The Microsoft Word 2000 Desktop

2. Windows Control Buttons

1. Title Bar
2. Windows Control Buttons
3. Menu Bar
4. Standard & Formatting Toolbars
5. Horizontal Ruler
6. Document Area
7. Status Bar
8. Scroll Bars
C. Screen Menus and Options

1. Title Bar

The Title Bar contains the filename of the active document, once the document has been saved.

2. Windows Control Buttons

Windows Control Buttons are the Minimize Button, Restore Button, and the Close Button. The Minimize and Restore buttons are used for sizing the document window. Click the Minimize Button and the document window minimizes in size and displays as an icon bar. Click the Restore Button on the icon bar and the window restores to its original size. Minimize and Restore buttons are positioned in all dialog boxes (windows). The Close button is also in open dialog boxes. Click this area to close the dialog box.

3. Menu Bar

Click any Menu Bar item to display a list of options. Options followed by three dots indicate that there is a corresponding dialog box with additional options.

4. Toolbars

The Standard Toolbar is located beneath the Menu Bar and displays icons of frequently used editing features. The Formatting Toolbar is located beneath the Standard Toolbar and displays icons of frequently used formatting commands. When pointing to a Standard or Formatting Toolbar button, the button name displays in a small box known as a Tool Tip.

5. Horizontal Ruler

The Horizontal Ruler displays icons for tab settings, document margins and column widths.

6. Document Window

The Document Window is the work and view area of Word.

7. Status Bar

The Status Bar displays the current page number, section number, total number of pages in the document, vertical position (in inches) of the insertion point, line position, and column position.

8. Scroll Bars

The Vertical Scroll Bar and Horizontal Scroll Bar allows vertical and horizontal movement throughout the document, which is done by clicking the arrows contained within the bars or click and dragging the scroll boxes.
D. Using Help

The online help system provides information and instructions on Word features and commands.

To invoke Help:

• click Help from the Menu bar

Help options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word Help</td>
<td>Provides a textbox to type questions, and hyperlinks display related topic.</td>
</tr>
<tr>
<td>Hide/Show Office Assistant</td>
<td>Hides or shows the Office Assistant.</td>
</tr>
<tr>
<td>What’s This?</td>
<td>To access information; point the mouse anywhere on screen to get information.</td>
</tr>
<tr>
<td>Office on The Web</td>
<td>Connects to listed Web sites.</td>
</tr>
<tr>
<td>WordPerfect Help…</td>
<td>Provides the Word equivalent for a WordPerfect command.</td>
</tr>
<tr>
<td>Detect and Repair…</td>
<td>Automatically detects and fixes errors in MS Word.</td>
</tr>
<tr>
<td>About Microsoft Word</td>
<td>Contains information about the current version of Word.</td>
</tr>
</tbody>
</table>

• click Microsoft Word Help

F. Exiting Help

In the Microsoft Word Help dialog box:

• click

F. The Office Assistant

The Office Assistant is an animated character (cartoon) that “pops up” on the screen to offer help. You can type in a question and click the Search button. The Office Assistant responds with a list of options. If a “light bulb” displays beside the Office Assistant, click on it to view a tip about the current action.

If the Office Assistant is not present:

• click Help and select Show the Office Assistant
G. Setting the Default Drive

- click **Tools** and select **Options**…
- click **File Locations**
- click **Documents** from **File types column**
- click **Modify**
- click ▼ next to **Look in:**
- click **3 ½ Floppy (A:)**

Note: The drive selected is dependent on where the data disk resides. If selecting the 3 ½ Floppy drives make sure a disk is inserted into the drive before setting the default.

- click **OK**
- click **Close**
III. WORKING IN MICROSOFT WORD

A. Creating a New Document

- click
- or-
- click File and select New
- click and click OK

B. Saving a Document

- click File and select Save As
- double-click in the File name: box and type a newfilename
- click Save

Note: Save work periodically. Click while working in the document.

C. Saving a Document Under a New Name

The filename that was typed is now displayed in the Title Bar. If a filename already exists, the original file is overwritten. To save the document with a different filename:

- click File and select Save As
- type newfilename and click Save

D. Page Setup

- click File and select Page Setup

The Page Setup dialog box appears:
1. Margins

The default setting for left, right, top and bottom margins is 1.25”. New margins set in a
document are effective from that point on, until the next margin change occurs. To make margins
effective for an entire document, set them at the beginning of the document.

a. Setting the Margins

• click **Margins** tab
• click **Measure** to change the margin length for Top, Bottom, Left and Right margins

b. Applying the Margins

Margins can be applied to the entire document or to specific areas within a document.

Next to **Apply to:** setting:

• click **Apply** and select the area to apply margins settings

c. Default Settings

The default margin settings can be changed. The default setting will always be in place in a new
document unless it is changed.

To change default margin setting:

• click **Measure** to desired margin length
• click **Default** and select **OK**

Microsoft Word defaults all new documents to this margin setting.

1. Paper Size

Microsoft Word is defaulted to set the paper to Letter size. This may be changed for documents
that may require a specific size of paper. The Orientation options, Portrait and Landscape
features, are also located here.

To choose the Paper size:

• click **Measure** next to **Paper Size**
• select a paper size
To choose the Orientation:

- select **Portrait** or **Landscape**

These settings can be applied to specific areas in a document or the entire document by clicking on the **Apply to** drop down arrow and selecting one of the options.

To apply all settings:

- click **OK**

**E. Viewing Capabilities**

Word allows the document to display on the monitor in several different view formats.

<table>
<thead>
<tr>
<th>View</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Normal View" /></td>
<td>Normal view is the default document view.</td>
</tr>
<tr>
<td><img src="image" alt="Web Layout" /></td>
<td>Web Layout displays the document, as it would appear in a web browser.</td>
</tr>
<tr>
<td><img src="image" alt="Print Layout" /></td>
<td>Print Layout displays the document, as it would print.</td>
</tr>
<tr>
<td><img src="image" alt="Outline View" /></td>
<td>Outline View displays document in classic outline form.</td>
</tr>
</tbody>
</table>

To change the view from the Menu bar:

- click **View** and select **Normal, Web Layout, Print Layout** or **Outline View**

**Note:** The display of MS Word will change on the screen.

The View buttons are located on the bottom left hand side, above the Status Bar.

**F. Setting the Tabs**

Default tab settings are positioned every half of an inch. When setting or changing tabs, the changes will only take effect from that paragraph on. To make tabs effective for an entire document, set them at the beginning of the document. To make tabs effective for multiple paragraphs, select (click & drag) those paragraphs and then apply desired tab stops.

If the Horizontal ruler is not displayed:

- click **View** and select **Ruler**
The Tab Assignment button \[left\] of the Horizontal Ruler. Click this button to toggle between the available tab types (e.g. left-aligned, center, right-aligned, decimal and bar).

1. Adding a New Tab Stop

   - click the Tab Assignment button until left-align \[selected\]
   - position the mouse pointer on the ruler and click once

   Note: The tab stop \[displays\] on the Ruler Bar.

To insert another tab stop repeat the instructions above.

2. Moving a Tab Stop

To move an existing tab stop:

   - position the mouse pointer on the tab stop
   - click and drag the tab stop to the desired location on Horizontal Ruler

3. Removing a Tab Stop

To remove a tab stop:

   - position the mouse pointer on the tab stop
   - click and drag the tab stop off the Ruler Bar

4. Clearing All Tab Stops

To clear all tabs:

   - click Format and select Tabs
   - click Clear All
   - click OK

G. Selecting Text

To change the appearance of text that has already been typed it must first be selected.

To select text:

   - point to the beginning of the text to be selected
   - press and hold down the left mouse button and move the mouse pointer to the end of text

   Note: The method described above is also known as click and drag.

   - release the mouse button
H. Copying Text

Text can be copied in one part of a document and placed in another part of the document or in an entirely new document.

To copy text:

• select the text to be copied
• click -or-
  • click Edit and select Copy

Once text has been copied it is placed on a clipboard for later use.

Note: The clipboard is a temporary area in the computer's memory for storing text and graphics for later use.

I. Cutting Text

Text can be cut from one part of a document and placed in another part of the document or in an entirely new document. Once text has been cut it is placed on the clipboard.

To cut text:

• select the text to be copied
• click -or-
  • click Edit and select Cut

J. Pasting Text

Once text has been stored on the clipboard, the paste function allows that text to be placed in the current document or in a new document.

• point and click the cursor to where the text is to be pasted
• click -or-
  • click Edit and select Paste
K. Formatting Options

1. Formatting the Font

The font size, style and effects may be formatted to emphasize certain text or to create more of a design look in a document. There are two ways to format the font: using the Font Formatting toolbar or using Font Format menu.

a. Using the Formatting Toolbar

To change the font:

- select text
- click arrow \(\text{Times New Roman}\) and select font

To change the size of the font:

- select text
- click arrow \(12\) and select size

b. Using the Font Format Menu

- click \text{Format}\ and select \text{Font}

The \text{Font} dialog box appears:

i. Font

To change the font:

- scroll the list of fonts and select a font
ii. Font Style

Font style is used to apply emphasis to text by applying bold or italics.

- click a style option

iii. Font Size

The size of the font may be increased or decreased.

To change the size:

- click a size option

Note: The default font size is 12 point.

iv. Effects

Additional special effects to text are also available. The features shown below are applied to fonts to add effects such as Superscript, Outline, Shadow and Engrave.

To add an effect:

- check box next to desired effect

<table>
<thead>
<tr>
<th>Effects</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shadow</td>
<td>Small caps</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>Outline</td>
<td>All caps</td>
</tr>
<tr>
<td></td>
<td>Emboss</td>
<td>Hidden</td>
</tr>
<tr>
<td>Double strike</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superscript</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subscript</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Font formatting options include: font color, underline style and underline color.

Note: A preview of the font selected, including all effects, is located at the bottom of the Font dialog box.

2. Paragraph

Another way to format a document or text is to format the paragraph. Changing the alignment, indentation and line spacing can format paragraphs. There are menu bar and toolbar options for these formatting features.
Working in Microsoft Word

a. Paragraph Alignment

Paragraphs are aligned relative to the margins of the document. As a default, documents are left aligned. Individual paragraphs can be formatted to the center aligned, right aligned or justified.

To change the alignment:

- select a paragraph or text
- click desired alignment button

<table>
<thead>
<tr>
<th>Alignment Button</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left</td>
<td>Left justification button.</td>
</tr>
<tr>
<td>Center</td>
<td>Center justification button.</td>
</tr>
<tr>
<td>Right</td>
<td>Right justification button.</td>
</tr>
<tr>
<td>Justifies</td>
<td>Justifies text.</td>
</tr>
</tbody>
</table>

-or-

- click Format, click Paragraph and select Indents and Spacing

The Paragraph dialog box appears:

Next to alignment:

- click and select an alignment type
- click OK
b. **Indentation**

Paragraphs or groups of text can be indented from the left or right margins.

To change the Indentation from the Formatting toolbar:

- select the paragraph or text
- choose Decrease Indent or Increase Indent
- or-
- click Format, click Paragraph and select the Indents and Spacing tab
- use to set the location of the right and left indents

![Indentation settings](image)

- click OK

c. **Line Spacing**

The spacing between each line is formatted to make a document easier to read.

From the Format menu:

- click Paragraph and select Indents and Spacing

Under Line Spacing:

- click and select a line spacing type
- click OK

L. **Bulleted and Numbered Lists**

A list of items can be formatted with different styles of bullets or numbers. This feature can be applied using the Bullets and Numbering buttons on the Formatting toolbar.

1. **Bulleted List**

To create a bulleted list:

- select lines of text and click
2. Numbered List

To create a numbered list:

• select lines of text and click 

3. Bullet or Number style

To change the style of the bullets or numbers:

• select lines of text and click Format from the menu bar
• select Bullets and Numbering
• select the Bulleted or Numbered tab

To select a style:

• check the box of the desired style and click OK

M. Headers and Footers

Headers and footers are typically used in printed documents. Headers and footers can include text or graphics—for example, page numbers, the date, a company logo or a file name. A header is printed in the top margin; footers are printed in the bottom margin.

To view the Header and Footer toolbar:

• click View and select Header and Footer

The Header and Footer toolbar appears:

<table>
<thead>
<tr>
<th>Toolbar Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Page Number" /></td>
<td>Insert Page Number automatically inserts page numbers and updates when pages are added or deleted.</td>
</tr>
<tr>
<td><img src="image" alt="Number of Pages" /></td>
<td>Insert Number of Pages prints the total number of pages in active document.</td>
</tr>
<tr>
<td><img src="image" alt="Format Page" /></td>
<td>Format Page formats the page numbers in the current section.</td>
</tr>
</tbody>
</table>
Date inserts a date field that automatically updates the current date to display on the document.

Time inserts a time field that automatically updates the current time to display on the document.

Page Setup links to the Page setup dialog box featured from the menu bar. This gives access to various layout options such as; paper size, page orientation and paper source.

Show/Hide Document Text displays or hides the document text while you work in the header or footer area is edited.

Same as Previous inserts the header or footer from the previous section.

Switch Between Header and Footer moves the insertion point between the header and footer areas.

Previous Header moves the insertion point to the previous header or footer.

Next Header moves the insertion point to the next header or footer.

Close will close the header and footer editing pane.

To create a header or footer:

- click View and select Header and Footer

The Header or Footer sections are located at the top and bottom of the page. Use to switch between the header and footer sections.

In the section:

- type yourtext
- click Close

Where yourtext is the text to appear in the Header or Footer section.
N. Columns

Word makes it easy to create columns in which text flows continuously from one column to the next. Columns can be set for specific areas of text or throughout an entire document.

1. Inserting a Preset Column

   - click **Format** and select **Columns**
   - select a preset style of columns
   - click **OK**

Word allows for the creation of additional columns to create a custom columns layout.

2. Creating Custom Designed Column

   - click **Format** and select **Columns**
   - type the number of columns
   - select width and spacing for column number one

To select a width and spacing for additional columns:

   - click **Equal column width** box to remove the checkmark
   - click **OK**

O. Inserting Graphics

Graphic images can add to the creativity and design of any document. Word provides built in graphic images called ClipArt and WordArt. Images can also be inserted from other sources, such as a disk or CD-ROM. These images can be inserted using an option on the Menu bar or the Drawing and Picture toolbars.

1. Viewing the Drawing and Picture Toolbar

To view the Drawing toolbar:

   - click **View** and select **Toolbars** and click **Drawing**

To view the Picture toolbar:

   - click **View** and select **Toolbars and** click **Picture**
2. ClipArt

ClipArt is a collection of pictures; sound clips and motion clips that can be inserted into a document.

To insert ClipArt:

- click **Insert** and select **Picture**
- click **ClipArt**
- or-
- click ![ClipArt] from the Drawing toolbar

To select an image:

- choose an image category
- select an image, right-click and select **Insert**
- click ![X] to close the ClipArt dialog box

Note: ClipArt can be relocated or resized using the sizing handles to adjust the image.

3. Word Art

Word Art is a collection of preset styles of text, formatted in different shapes and colors.

To insert WordArt:

- click **Insert** and select **Picture**
- click **WordArt**
- or-
- click ![WordArt] on the Drawing toolbar
- select a **WordArt style and click OK**
- type *yourtext* in *Edit WordArt Text* dialog box and click **OK**

Where *yourtext* is the text to appear in the document in the selected in WordArt style.

Note: WordArt may be relocated or resized using the sizing handles to adjust the image.

To edit WordArt:

- double-click on the WordArt text
4. Images from a File

To insert an image from a file:

- click **Insert** and select **Picture**
- click **From File …**
  - or -
- click 
  - select the location of the file, choose the file and click **Insert**

5. Wrapping Images/Objects

Formatting an image with a wrapping feature forces text to flow around a graphic image instead of above and below it.

To select a wrapping layout:

- right-click on an image or object
- select **Format Picture**
- click **Layout**
- select a **Wrapping style** and click **OK**
  - or -
- click  and select a **Wrapping style**

P. Spelling and Grammar Check

Word features a Spelling and Grammar check to help identify and correct mistakes in a document.

To activate the spelling and grammar check:

- click **Tools** and select **Spelling and Grammar**
  - or -
- click  from the Standard toolbar
Misspelled, unknown words and grammar errors will appear highlighted in the top box of the Spelling and Grammar window. An explanation of the error is displayed above the word/sentence in question, and alternatives display in the Suggestions box.

To select a suggested spelling:

- double-click word of choice from Suggestions box

Note: Other spelling options include editing the word, ignoring the word, and moving onto the next sentence.

A green line indicates grammar and punctuation errors and a red line indicates spelling errors. I don’t know grammar.

To correct an error:

- place mouse pointer over the word and right-click
- select the correct suggestion
  -or-
  - click Ignore

**IV. PRINTING**

**A. Print Preview**

The Print Preview command is used to display a document, and what it looks like when it is printed.

To preview a document:

- click File and select Print Preview
- or-
  - click

A preview of how the document looks when it is printed displays.

To exit from print preview:

- click Close
B. Printing a Document

Once a document has been proofed and previewed, it is ready to be printed.

To print a document:

- click File and select Print
- choose printing options
- or-
- click

V. CLOSING AND EXITING WORD

A. Closing a Document

In Word it is possible to close the current document and start or open a new one without exiting the program.

To close a document:

- click File and select Close

This action will close the current document, however Microsoft Word remains open.

B. Exiting Microsoft Word

To exit the program:

- click File and select Exi