

BEGINNING WORD 2000

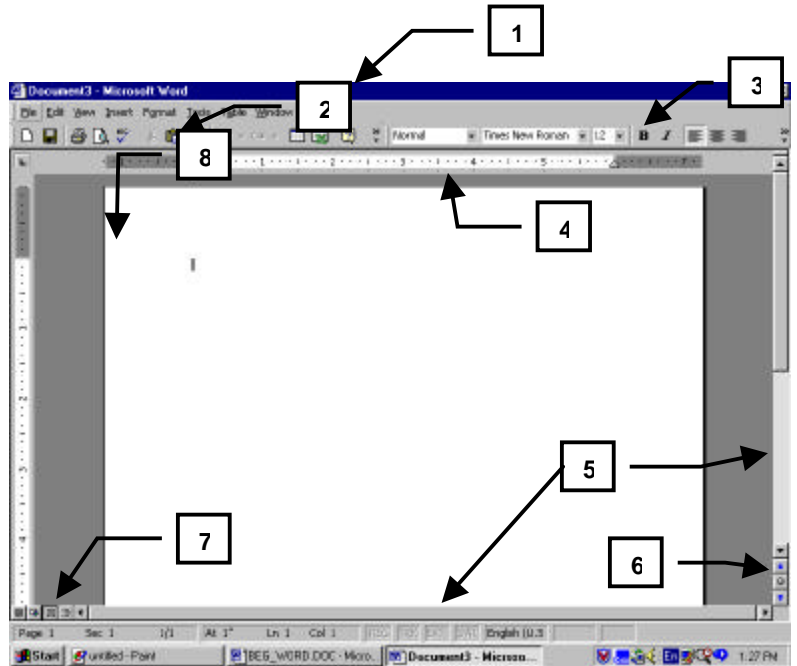
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Word 2000 Application Window

Visit the “official” Microsoft Word 2000 web site at <http://www.microsoft.com/word/> to find free add-ins and additional Word2000 information from Microsoft.

Word 2000 is a full-featured word-processing program which allows you to create professional looking documents such as letters, brochures, newsletters, reports and simple web pages. Word can perform such tasks as correcting text, checking spelling and grammar, and automatically formatting text as you type! Many of these options you can customize for your needs or turn them off and on.


You can learn to troubleshoot any problems in Word by checking settings within the Options dialog box. To get to this area, click **Tools**, then **Options** then click on the different tabs running along the top of the dialog box. If an option is activated it will have an “x” in the box. To de-activate an option click on the “x” to clear it. Automatic formatting options can be customized to suit your needs by going to **Tools, AutoCorrect** and then changing options under the **AutoFormat As You Type** and **AutoFormat**.



Name and define the numbered areas of the Word 2000 window.

Name	Description
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

TOOLBARS & BUTTONS

- Toolbars are strips of icons (buttons) located at the top of the application window. Initially, they display buttons for only the most commonly used tasks. As you complete tasks requiring other toolbar buttons, Word adds the buttons to the toolbar while removing buttons you use less frequently. To display additional toolbar buttons, click on the  at the right edge of the tool bar. To execute a command (use a button) just point to the picture and click once on the button.



- **Default Toolbars** – the two default toolbars, **formatting** and **standard**, are positioned next to each other at the top of the screen.
- **Micro Help** – when you slowly move your mouse over a button, a small banner will appear which gives you the button (command).
- **Using a Button** – point to the button, then click the left mouse button one time. If a button is gray, or inactive, you will not be able to use it until you highlight text (ex. cut or copy buttons)
- **Accessing Toolbars** – to access a toolbar that is not currently visible, click View, Toolbars then click on the toolbar name

STATUS BAR

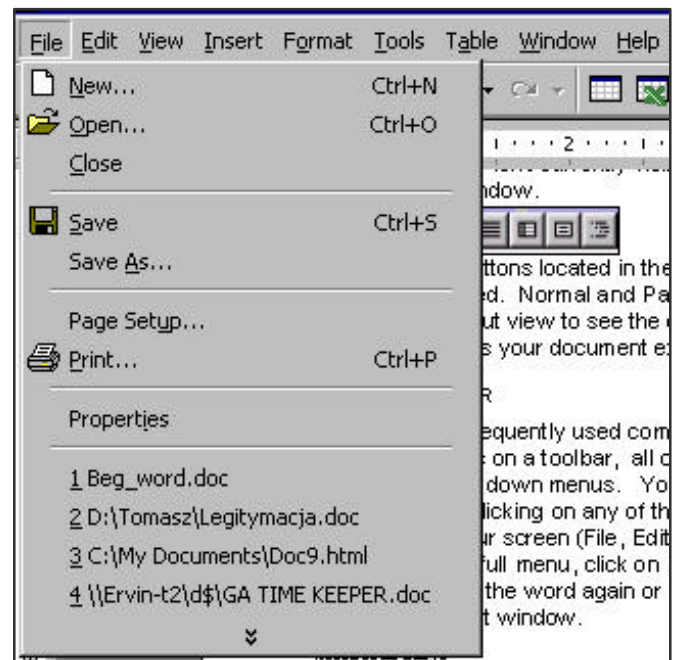
The status bar, which is a horizontal area below the document window, provides information about the current document such as total number of pages, which page your cursor is in, what mode word is working in, etc. If the status bar isn't currently visible, click Tools, Options, View tab, and then select the Status bar check box under Window.



Use the four view buttons located in the lower left-hand corner of the window to quickly change how a document is displayed. Normal and Page Layout view are the most often used. Normal view is the default. Switch to Page Layout view to see the correct placement of graphics, headers and footers, columns, etc. Page Layout displays your document exactly as it will print-out.

USING THE MENU BAR

The drop down menus are optimized to display only the commands you use most frequently. You can activate a pull down menu by clicking on any of the words that run across the top of your screen (File, Edit, Insert, etc). If you want to see the more menu choices, click on . To "put the menu away" click on the word again or click in a blank area of the document window.



Shortcut Keys

Keyboard shortcuts are listed to the right of some commands. Pressing the corresponding keys will carry out the same action as going through a menu and clicking on a command.

Submenus


An arrow to the right of any command within a menu indicates a submenu will appear when your mouse pointer rests on that command (ex. Send To submenu)

Ellipse

Whenever a command is followed by 3 dots, or an ellipse, clicking the command will bring up a dialog box. You use a dialog box to provide more information before the command is carried out.

GETTING HELP!

The quickest way to find out more information

1. If the Microsoft Office Assistant is visible, double click on him. Otherwise choose Help Microsoft Word Help.
 2. Type in your question, a key word will do.
 3. The topic and any related information will appear.
 4. Click on the topic or subtopic that relates to your search. Microsoft Word Help will appear.
5. Click on the specific topic you want to see or click on  to search using Contents, Index or the Answer Wizard.
 6. Either read the information on screen or click Print.

Customizing and Troubleshooting

You can quickly customize Word and troubleshoot common problems by adjusting the applications options. Customization might include setting a default folder for all documents (currently the default is called Personal), increasing the Recently Used File list to 9, or turning on the AutoSave feature. Additionally, setting a default font and page layout will save time if you change these options every time you create a new document.

CUSTOMIZING & TROUBLESHOOTING IN THE OPTIONS DIALOG BOX

Click Tools, Options

TAB	OPTIONS
General	Increase the Recently Used File List, turn on Help for WordPerfect users.
View	Turn off or on the ruler, status bar, scroll bars, and other objects that you may or may not want to appear on the Word screen.
Print	Select or de-select draft output or reverse print order.
Save	Turn on Create a Backup or Save Auto Recover. Either option will save documents if your system freezes or loses power. You may also password protect the current file.
File Locations	Change the default folder where documents are automatically saved and create a folder to store backup files.
User Info	Enter your name, initials and mailing address to have this information attached to every document you create.

SETTING DEFAULT MARGINS AND FONT

Margins	Font
1. Click File, Page Setup	1. Click Format, Font
2. Click the Margins tab	2. Select the font name and size
3. Adjust all margins	3. Click the Default button
4. Click the Default button	

Creating And Editing Documents

ENTERING TEXT

1. I-Beam – moving the I-beam then clicking is the quickest way to re-position the flashing cursor.
2. Word Wrap – as you type text will automatically wrap down to the next line when it reaches the right margin.
3. Enter – striking the enter key moves the cursor to the next line.
4. Backspace and Delete Keys – striking Backspace will delete text to the left of the cursor. Striking the Delete key will erase text to the right of the cursor.

CLICK 'N TYPE

Click-n-Type is a feature that allows you to start typing in any blank area of a document.

To use Click-n-Type, double click in any blank area of the document and then begin typing. Word automatically formats the blank space above and to the left of the insertion point. The mouse pointer changes shape to indicate the alignment of the text you will enter.

SAVING DOCUMENTS

You can save the active document you are working on, whether it is new or existed previously. You can save all open documents at the same time. And you can save a copy of the active document with a different name or in a different location.

Save an Unnamed Document

1. Click File Save or click the Save button on the Standard Toolbar.
2. To save the document in a different folder, click a different drive in the Save in box, or double-click a different folder in the folder list.
To save the document in a new folder, click Create New Folder.
3. In the File name box, type a name for the document.
You can use long, descriptive file names. You do not need to type the extension .doc
4. Click Save.

Save a Copy of a Document

1. Open the document you want to make a copy of.
2. Click File, Save As.
3. In the File name box, type a new name for the document.
4. Click Save.

CLOSING DOCUMENTS

- File, Close or CTRL + W
- Press and hold <Shift>, click on File, then Click on Close All to close all open documents.

CREATING NEW DOCUMENTS

- Click one time on the New button on the Standard toolbar or Ctrl + N

AUTOCORRECT

AutoCorrect automatically corrects many common typing, spelling, and grammatical errors. As you type you will see changes being made to your text. For example, if you type incorrectly type **because** as **becuase** as soon as you strike the space bar it will automatically be corrected. Misspelled words not contained within the AutoCorrect dictionary will be underlined in red. AutoCorrect is set to correct TWo INitial capitals, capitalize names of days and cAPS IOCK.

Customizing AutoCorrect

1. Click Tools, AutoCorrect
2. Select or de-select options
3. Click under Replace and type words you commonly misspell. Press the TAB key and type the correct spelling of the word. Add the word to the list.
4. Click OK when finished customizing.

OPENING EXISTING DOCUMENTS

1. Click File Open or click on the Open button on the standard toolbar.
2. Click on a folder in the Places bar on the left side of the dialog box or click the downward pointing arrow to the right of Look In and choose the drive (A, C, etc) where the files is stored.
3. If the file is located within a folder, double click on the folder to open it.
4. Double click on the file.
5. To open **MANY** documents **at once** from the same area, click on the first document name then hold down the CTRL key and continue clicking on document names. Then click the Open button.

USING THE RECENTLY USED FILE LIST TO OPEN DOCUMENTS

At the bottom of the File menu are numbered documents. These are the last four documents that were opened in Word. To quickly bring one of these documents into Word, click on the document name. By default, only the last 4 documents you were working with are listed. If you find yourself frequently using this list to open documents you might want to increase the list size.

Increasing the Recently Used File List

1. Click Tools, Options
2. Click the General Tab
3. Options for the Recently Used File List are at the bottom. Click the up arrow to increase the number of files that will be displayed. The maximum is 9.
4. Click OK to apply this change

USING THE MOST OFTEN USED FILE LIST TO OPEN DOCUMENTS

If you'd RATHER have quick access to the files you use MOST OFTEN, try this:

1. Choose Tools, Customize.
2. Click the Commands tab.
3. Under Categories, select Built-in Menus.
4. Under Commands, find the Work menu button; then drag it into place on your menu bar (we recommend placing it after your Help Menu)
5. Click Close.

Now, whenever you want to add an oft-used document file to the Work menu: Choose Work + Add to Work Menu. The next time you want to open the file, simply choose Work + the file. You can list as many files as you want on the Work menu--and they never go away unless you delete them by:

1. Press Ctrl, Alt, - (the hyphen, or "minus sign" key)
The mouse pointer changes to a heavy minus sign.
2. Choose Work, the file you want to delete.

MOVING BETWEEN OPEN DOCUMENTS

You can keep opening documents without closing the current document. The number of documents you can have open at one time is dependent upon the available RAM. It is usual to have 5 to 10 documents open at once. To go between open documents, click **Window**, then click the document name from the numbered list, or click on the appropriate button on the task bar as you would for any other office application.

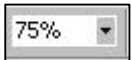
MOVING THROUGH DOCUMENTS

1. Mouse
 - Click and drag the scroll box
 - Click on the scroll bar arrows
2. Keyboard
 - Ctrl + Home = top of the document
 - Ctrl + End = bottom of the document
 - End = end of the line where cursor is located
 - Home = beginning of the line of text where the cursor is located

EDITING TEXT

1. Deleting - erases text. Position the flashing cursor. Strike the **Delete** key to erase text to the right of the cursor. Strike the **Backspace** key to erase text to the left of the cursor.
2. Inserting (pushes existing text to the right)
Check OVR on status bar -- make sure not on, if it is strike the Insert key to turn it off. When OVR is darkened that means OverType mode has been turned on. This mode types over existing text instead of pushing it to the right.
3. Changing text case - changes the case of text without retyping. Select the text you want changed. From the menu choose Format, Change Case. The Change case dialog box appears and you can choose how you want the text to appear.

ZOOMING



You can "zoom in" to get a close-up view of your document or "zoom out" to see more of the page at a reduced size. "Zooming" in or out does not affect the way a document will print. You can work in 75% view but the document will still print at 100%.

To Zoom in or out

1. Click the arrow next to the Zoom Control box.
2. Click the zoom setting you want.

UNDOING ONE OR MANY ACTIONS!



To undo your most recent action you can click once on the Undo button. To undo many actions you can click on the down arrow to the right of the Undo button. Clicking the down arrow provides a list of the last 100 commands or actions you carried out within this document. If you click on a command or action within the list you will also undo all the actions above.

SHORTCUT MENUS

A shortcut menu is what appears whenever you click the right mouse button. Options on the shortcut menu will change depending upon where your mouse pointer is. For example, if text is selected and you right click the options Cut or Copy will be present on the shortcut menu. Or, if your pointer is on a toolbar and you right click, the shortcut menu will list all the toolbars that are available for your use.

Printing

WAYS TO PRINT

- ◆ File, Print for dialog box options
- ◆ Highlight text then click File, Print, Selection to print selected text
- ◆ Ctrl + P - keyboard command that opens the print dialog box
- ◆ Print button -- send whole document directly to the printer, no dialog box

PREVIEWING BEFORE PRINTING

- ◆ File, Print Preview
- ◆ Click once on the Print Preview button on the Standard Toolbar. To exit out of Print Preview and back to the document, click the CLOSE button on the Preview toolbar.

Working With Blocks Of Text

Select text in order to do something to it -- change the font, the size, to move, copy or delete it, to apply borders or shading, etc.

WAYS TO SELECT TEXT

MOUSE	
To Select	Do this
A few words	Click and drag over the words
A word	double-click on the word
A line of text	Move the pointer into the selection bar, click one time
A sentence	Hold down CTRL, then click anywhere in the sentence.
A paragraph	Triple-click anywhere in the paragraph.
Multiple paragraphs	Click and drag within the selection bar.
Entire document	Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click.

KEYBOARD	
To Select	Do This
A character	Shift + left or right arrow
A word	Position cursor at the beginning of the word, then Ctrl + Shift + arrow key
Line of text	Position cursor at the beginning of the line, then Shift + End
Whole Document	Ctrl + A
From the cursor to the end of the document	Ctrl + Shift + End
From the cursor to the beginning of the document	Ctrl + Shift + Home

TYPING REPLACES SELECTION

To replace a piece of text, highlight the text then begin typing.

CUT, COPY AND PASTE

Text can be moved or copied within a document. There are four basic ways you can carry out this task; use keyboard commands, menu options, buttons or use a shortcut menu.

Using the Keyboard	Using Menu Options	Using Buttons	Using Shortcut Menu
<ol style="list-style-type: none"> 1. Select the text 2. Strike Ctrl + X to Cut or Ctrl + C to Copy 3. Position the cursor where you want the text to appear 4. Strike Ctrl + V to paste 	<ol style="list-style-type: none"> 1. Select the text 2. Click Edit then Cut or Copy 3. Position the cursor where you want the text to appear. 4. Click Edit, then paste 	<ol style="list-style-type: none"> 1. Select the text 2. Click the Copy or Cut button on the toolbar 3. Position the cursor where you want the text to appear. 4. Click the paste button 	<ol style="list-style-type: none"> 1. Select the text 2. Right click on the selection 3. Click Cut or Copy on the menu 4. Position the cursor where you want the text to appear. 5. Right click, then select Paste from the menu

COLLECT AND PASTE

Collect and Paste provides the means to manage multiple pieces of information more easily. The Microsoft Office Clipboard allows users to easily copy up to twelve chunks of information. When you point to an icon in the Clipboard toolbar, a pop-up box identifies the corresponding data. Users can then paste these chunks into any Office application, either individually by clicking on the icon, or all at once using the Paste All feature. To Access this feature right click on any toolbar, then click Clipboard.

CREATING AUTOTEXT

Do you have a paragraph or lengthy pieces of text that you constantly use in documents? Convert this text to an AutoText entry and you will never have to type it again! AutoText entries are pieces of text, from one word to several pages to any length in between, that you assign a short name to, then automatically insert by striking a key.

Creating an AutoText Entry

1. Highlight the text.
2. Click Insert, AutoText, New
3. Type a SHORT name, OK

Inserting and AutoText Entry

1. Position the cursor where you want the text to appear.
2. Type the AutoText name, then press F3

Complete Review Exercise 2

Formatting Text

To format text, or change the look of text, use keyboard commands, buttons or menus. Always select the text to be formatted before carrying out any formatting command.

Once text is selected you can strike the following key combinations to carry out the formatting.

Formatting	Keyboard Command
Bold	Ctrl + B
<i>Italic</i>	Ctrl + I
<u>Underline</u>	Ctrl + U
<u>Underline Words but NOT spaces</u>	Ctrl+Shift+W
<u><u>Double-underline text</u></u>	Ctrl+Shift+D

Formatting	Keyboard Command
Format letters as SMALL CAPITALS	Ctrl+Shift+K
Format letters as ALL CAPS	Ctrl+Shift+A
CHANGE case	Shift + [F3]
Apply subscript _{subscript}	Ctrl+Equal Sign
Apply superscript ^{superscript}	Ctrl+Shift+Plus Sign

FORMATTING WITH MENUS

Using a Pull Down List or Buttons	Using the Dialog Box
<ol style="list-style-type: none"> 1. Highlight the text you want to change. 2. Click on the downward pointing arrow to the right of Font or Font Size box. 3. Click on the new font or size. 4. With the text still selected click the B, I or U button to Bold, <i>Italicize</i> or <u>Underline</u> the selected text. 	<ol style="list-style-type: none"> 1. Highlight the text you want to change. 2. Click Format, Font 3. Select the font, style and size from the list 4. Make other selections such as double underline or font color. Click OK.

REMOVING FORMATTING

- Click on Undo button (if you just made the change)
- Select the text, and use the formatting commands again to remove formatting

APPLYING FORMATTING WITH THE FORMAT PAINTER



Use the format painter to quickly apply formatting to several pieces of text. Example -- you have 15 titles within a document and you have just formatted one as Arial, Bold, Centered, 14. It would be time consuming to select every title then apply the same 4 formatting features. If you use the Format Painter you apply formatting once and then copy the formatting to the rest of the titles!

Steps:

1. Select the formatted text
2. Double click on the Format Painter button
The mouse pointer turns into an I-beam with a paint brush
3. Select the text through out the document that you want to apply the formatting to.
4. Click once on the Format Painter to turn it off.

TURNING OFF AND ON AUTOMATIC FORMATTING OPTIONS

AutoFormat As You Type automatically formats headings, bulleted and numbered lists, borders, numbers, symbols, and so on as you type in a document.

Turn Off or On Options:

1. Tools, AutoCorrect
2. Click the AutoFormat As You Type tab
3. Deselect or select different options (when boxes are checked then the command is turned ON, unchecked means the command is turned OFF)

Complete Review Exercise 3

FORMATTING DOCUMENTS

MARGINS

You can adjust the margins

- File, Page Setup
- Apply to should = whole document, if not click on downward pointing arrow & select

LINE SPACING





You can apply line spacing before or after typing document. First highlight the text then strike the following key board combinations:

- Ctrl + 1 (applies **single** spacing to selected text)
- Ctrl + 2 (applies **double** spacing to selected text)
- Ctrl + 5 (applies **1.5** spacing to selected text)

ALIGNMENT

Use buttons on the formatting toolbar or the following keyboard combinations to adjust paragraph alignment. The default alignment for every new Word document is left justified, single spaced.

To change alignment, click within the paragraph (or line of text) then use one of the following methods:

Buttons	Keyboard	Result
	CTRL+L	Left align text
	CTRL+E	Center text
	CTRL+R	Right align text
	CTRL+J	Justify

To align text vertically, from the menu bar choose File, Page Setup. In the Page Setup dialog box, choose Layout. Then choose the type of vertical alignment you prefer.

Complete Review Exercise 4

SIMPLE PAGE NUMBERS

1. Click on Insert, Page Numbers
2. From within this dialog box, choose where you want page numbers to be located (top or bottom) and specify the alignment.
3. Choose OK
4. Use Print Preview or Page Layout view to see the page numbers.
As you add or delete pages from the document the numbering will automatically adjust.

Complete Review Exercise 5

USING THE FIND AND REPLACE COMMAND

FIND TEXT

- Edit, Find

FIND TEXT AND REPLACE IT WITH DIFFERENT TEXT

1. Edit, Replace
2. Type in the text you are searching for, then strike the Tab key.
3. Type in the replacement text exactly as you want it to appear in the document.
4. Choose Replace All to replace all instances or Find Next and Replace to replace an instance at a time.

BULLETS AND NUMBERING

APPLY BEFORE TYPING	APPLY AFTER TYPING	CHANGING THE BULLET OR NUMBER STYLE
<ol style="list-style-type: none"> 1. Click on the Bullets or Numbering Button 2. Type your list. <i>Every time you strike the Enter key, a bullet (or number) will appear.</i> 3. When finished, click on the Bullets (or Numbering) button to turn it OFF! 	<ol style="list-style-type: none"> 1. Highlight the text 2. Click on the Bullets or Numbering button 	<ol style="list-style-type: none"> 1. Highlight the bulleted or numbered list. 2. Click Format, Bullets and Numbering 3. Click on the style you want to apply, then click OK.

AUTOMATIC BULLETS OR NUMBERS

To create a numbered or bulleted list automatically: Go to Tools AutoCorrect, Choose the AutoFormat As You Type tab. Confirm that Automatic bulleted lists and Automatic numbered lists are checked. Press OK. Position the cursor where you want the list to begin. Enter a number or an asterisk, Press Tab, type the first item in the list, press Enter, Word 2000 automatically starts a bulleted or numbered list for you. To end the list, press enter twice.

Complete Review Exercise 6

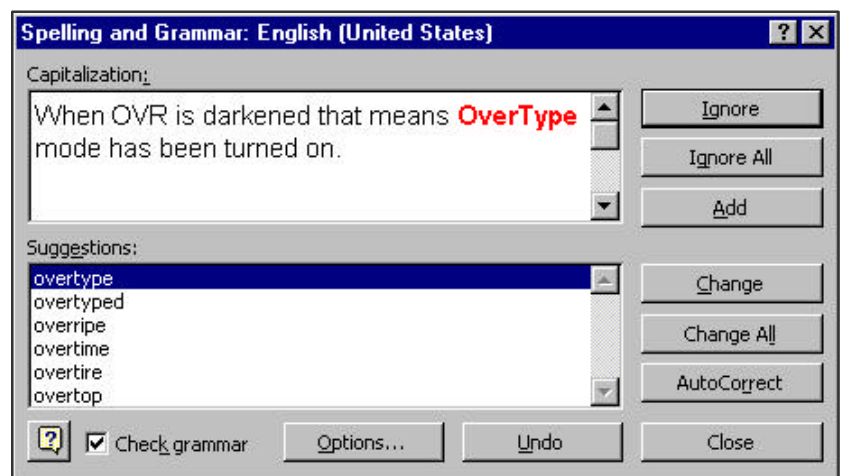
USING PROOFING TOOLS

STARTING SPELLING & GRAMMAR CHECK

- Move your cursor to the top of the document (ctrl + home)
- Click on either the spell and grammar check button or click Tools, Spelling and Grammar

THESAURUS

1. Highlight the word you want to look up.
2. Click on Tools, Language, Thesaurus.
3. Click on a word from the list
4. Select Replace



Complete Review Exercise 7

REVIEW EXERCISES

Review 1

1. Open ZPETERS
2. Correct all the mistakes.
3. Save it as ZPETERS2
4. Close it.

Review 2

1. Open ZFRIEND.
2. Copy and Paste the name and address to the end of the document.
3. Paste to a new document.
4. Cut and Paste the second paragraph to make it the first paragraph.
5. Delete the sentence Have a nice day!
6. Save changes, then close.

Review 3

1. Open ZENHANCE.
2. At the end of the document type the following sentence: **Select a larger point size when you really want to grab attention!**
3. Format the document using the directions below:
 - Title - Arial, 16 points, underlined
 - Paragraph 1 - Arial, 12 points
 - Paragraph 2 - Times New Roman, 10 point, bold
 - Paragraph 3 - Courier New, 8 points
 - Paragraph 4 - Century Gothic, 14 points, italic
4. Save and Close

Review 4

1. Open ZRESERV.
2. Position the insertion point at the end of the document, then create 2 blank lines.
3. Type in your name.
4. Use the keyboard to quickly move the insertion point to the top of the document.
5. Change the right and left margins to 2".
6. Change line spacing to 1.5 for all the paragraphs.
7. Center and bold the document title.
8. Right align your name
9. Change the font to Arial, 12 points for the whole document.
10. Save then print.

Review 5

1. Open ZRATES
2. Indent the fourth paragraph, which begins *It's always better....*, 5" from the left margin.
3. Insert a page number at the top-left corner of every page.
4. Preview the document.
5. Save, then close.

Review 6

1. Open ZPUZZLE.
2. Type the following text, enter a blank line, then return to the top of the document. *Here is a fun puzzle. I will follow the steps below to solve the puzzle.*
3. Find all occurrences of Puzzle.
4. Delete the text and the blank line you entered in step 2.
5. Replace all occurrences of **o** with **r**.
6. Replace all occurrences of **y** with **ick**
7. Replace all occurrences of **q** with **a**.
8. Replace all occurrences of **xz** with **of**.
9. Replace all occurrences of **n** with **p**.
10. Save then close.

Review 7

1. Open ZSPELL
2. Check the spelling of the whole document and make corrections.
3. Replace **paraphernalia** and **vast** with synonyms of your choice.
4. Save, then close.