



Microsoft Word 2000

<http://208.183.128.3/word2000.htm>

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Opening MS Word 2000

Double click the MS Word icon. The flashing line (insertion point) indicates where the text you type will appear. The top toolbars contain buttons which help you quickly select commonly used commands. The ruler allows you to change margin settings. At the bottom of the screen is the status bar, which contains information about the area of the document displayed on your screen.

Entering Text

To start a new paragraph, press **enter** twice on the keyboard. When you reach the end of the line the text will automatically wrap to the next line. You only need to press enter when you want to start a new line or paragraph. Word automatically underlines misspelled words in red and grammar mistakes in green. The red and green will not appear when the document is printed. To correct an error, move the mouse over the error and then press the right mouse button. A menu appears with suggestions to correct the error.

Select Text

To make any changes in the text appearance, you must first highlight the text by clicking and dragging the mouse over it.

1. To select a word, double click on it with the mouse.
2. To select a sentence, press **Ctrl** on the keyboard and hold it down while you click the mouse anywhere within the sentence.
3. To select a paragraph move the mouse anywhere over the paragraph you want to select and then quickly press the left mouse button three times.

Once text has been selected you can change the style, **Size**, alignment, or **APPEARANCE**.

Finding Text

This feature helps you find a word or phrase in your document.

1. Click **Edit**. Click **Find**.
2. Type the word you wish to find in the Find and Replace dialog box.
3. Click **Find Next** in the dialog box.
4. Word highlights the first match, click **Find Next** to find the next time the word appears.

Replace Text

1. Click **Edit**. Click **Replace**.
2. In the dialog box type the word you wish to find and the replacement word.

Check Spelling and Grammar

Word underlines misspelled words in red and grammar mistakes in green. To correct an error:

1. Move the mouse over the error. Click the right mouse button.
2. Make your choice from the menu suggestions to correct the error.

Ignore an error

Move the mouse over the error and press the right mouse button. Click **Ignore All** or **Ignore Sentence**. When you finish typing your document, you can find and correct all spelling and grammar errors at once.

Correct Entire Document

Click the Spell and Grammar Check button on the standard toolbar (ABC with check). Errors will appear in the dialog box and give you the option to **Ignore** or change the word.

Using the Thesaurus

The thesaurus replaces a word with one that is more suitable.

1. Click the word you wish to replace.
2. Click **Tools**.
3. Move the mouse to **Language**.
4. Click **Thesaurus**.

The Thesaurus dialog box appears and gives you the opportunity to select a replacement word by clicking the word of your choice and then click **Replace**.

Using AutoCorrect

Word automatically corrects hundreds of common typing, spelling, and grammar errors.

Highlight passage (click and drag mouse). Click **Tools**. Click **AutoCorrect**.

Once an entry is corrected, AutoCorrect will automatically insert the correct entry each time it appears in the document. It will correct errors you commonly make in words and phrases that you frequently use.

Using AutoText

To avoid typing the same text over and over again, you can store text you frequently use in AutoText.

Type and highlight the text you wish to store. Move the mouse to **Insert**. Move the mouse to **AutoText** and click **New**. The AutoText dialog box appears. Type a name for the entry and click **OK**.

You have now created an AutoText entry. To insert it follow these directions:

1. Click the mouse where you want the entry to appear.
2. Move the mouse to **Insert, AutoText** and in the next column **Normal**.
3. Click the name of the entry you wish to insert.

Counting Words in a Document

To determine the number of words in a document: Move the mouse to Tools, Word Count and click. A dialog box appears that displays information about the document.

Undo/Redo



An undo/redo arrow on the standard toolbar allows you to undo or redo each action until the document has been saved.

Copy, Cut, Paste

Two files in word can be opened simultaneously and text or graphics can be copied and pasted from one document to the other. Word 2000 has a clipboard that can hold 12 items that can be pasted in any order. To locate this toolbar click **View...Toolbars...Clipboard**.



Alignment of Text

Highlight the desired text. Select an alignment button from the Formatting Toolbar (Align left, Align center, Align right, Justify). The text you selected will appear in the new alignment.

Changing Font Style or Size



Highlight desired text. Click the down arrow beside the words: Times New Roman on the Formatting Toolbar and select the desired font style and size.

Formatting Text

Bold, *Italic*, Underline

1. Highlight desired text.
2. Click one of these buttons on the Formatting Toolbar: **B (Bold)**, *I (Italics)*, or U(underline).
3. The text you selected will appear in the new style.

Alignment of Text

1. Highlight the desired text.
2. Select an alignment button from the Formatting Toolbar (Align left, Align center, Align right, Justify).
3. The text you selected will appear in the new alignment.

Changing Font Style or Size

1. Highlight desired text.
2. Click the down arrow beside the words: Times New Roman on the Formatting Toolbar and select the desired font style.
3. Click the down arrow beside the number 12 on the Formatting Toolbar and select the desired font size.

Highlight Text Feature

1. Highlight desired text.
2. At the right end of the Formatting Toolbar click the down arrow beside the Highlight pen.
3. Select the desired highlight color.
4. The desired text will appear highlighted in the color you selected.

Changing Appearance of Text

1. Highlight desired text.
2. Click **Format**.
3. Click **Font**
4. In the Font dialog box, click the Font tab and select a design for your highlighted text and click. You can change the font, font style, size, color, and effects.

Changing Font Color

Highlight desired text.

At the right end of the Formatting Toolbar click the down arrow beside the letter A and select the desired font color.



Adding Bullets or Numbers

To add bullets or numbers as you type click the mouse where you want the first number or bullet. Highlight the text you wish to have bullets or numbers displayed. Click Format. Click Bullets and Numbering. In the Bullets and Numbering dialog box click the type of list you want to create. Click the style you desire. Click Ok.

1. Type 1. followed by a space (if you desire numbered list)
2. Type * followed by a space if you want a bulleted list.

When you press enter for the next line a bullet or number will automatically appear.

Inserting Symbols @

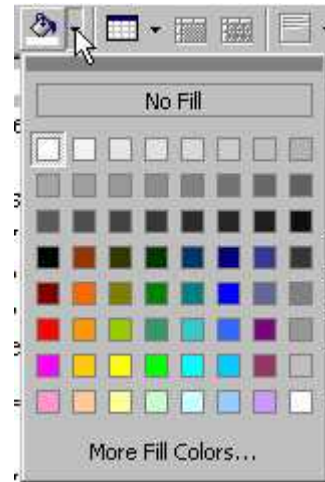
1. Click the mouse where you want the symbol inserted in your document.
2. Click **Insert, Symbol**.
3. In the Symbol dialog box select Font: Symbol.
4. Click the symbol you wish to insert and then click, **Insert**. Click **Close**.

Add a Border

1. Highlight the area you want display a border.
2. Click the Tables and Borders button on the Standard Toolbar.
3. Select a line style, thickness, and type of border in this dialog box.

Add Shading

Highlight the area you want shaded.
Click the Tables and Borders button on the Standard Toolbar beside the Globes.
To select a shaded color, click the last button in the dialog box.
The shading will appear.



Selecting Line Spacing

1. Highlight the paragraphs you wish to change to a new line spacing.
2. Click Format, Paragraph.
3. In the Paragraph dialog box click Indents and Spacing tab.
4. Select the line spacing you desire and click.
5. Quick spacing: Highlight text, **Ctrl + 1** (single space) **Ctrl + 2** (double space)

Indenting Paragraphs

On the left top ruler line are symbols that let you indent the left edge of a paragraph.

Highlight the paragraph you wish to indent. Click the indent symbol and drag it to the desired position. A line will show you the new indent position. Release the mouse button and Word will indent the paragraph you selected.

Changing Tab Settings

Word offers four types of tabs: Left Tab, Right Tab, Center Tab, or Decimal Tab.

Adding a Tab

1. If the ruler is not on screen, click **View**, and check **Ruler**.
2. Highlight text you want to contain new tab. To add tab to text you are about to type, move the mouse to where you want to type the text and click. Move the mouse over the button to the left of the ruler. Click the button until the type of tab you want to add appears.
3. Click and drag the mouse to the bottom half of the ruler to where you want to add the tab. To use a tab, click the mouse at the beginning of the line you want to move across then press **Tab** on your keyboard and the cursor moves to the first tab.

To Move a Tab:

1. Highlight the text containing the tab you want to move.
2. On the top ruler click and drag the mouse button as you move the tab to a new position on the ruler.
3. When the mouse button is released, the text will move to the new position.

To remove a tab:

1. Highlight the text containing the tab you want to remove.
2. Click and drag the tab on the top ruler moving the tab downward off the ruler.
3. Release the mouse button and the tab disappears from the ruler.

Copy Formatting

You may want to copy the formatting of text to make all the headings or important words in your document look the same. This will give the document a consistent appearance.

1. Highlight the text that displays the formatting you want to copy.
2. On the Standard Toolbar click the **Format Painter** button (resembles a paintbrush).
3. The mouse will take on the image of the brush.
4. Highlight the text you want to display the same formatting.
5. Release the mouse button and the text will display the formatting.

Centering Text on a Page

You can vertically center text on a page. This is useful for creating title pages or short memos.

1. Highlight the area you want centered and click.
2. Click **File, Page Setup**.
3. In the Page Setup dialog box, click the **Layout** tab and select the **Vertical Text Alignment**.
4. Click **OK**.

Adding Page Numbers

1. Display your document in the **Page Layout** view by clicking **View, Page Layout**.
2. Click **Insert, Page Numbers**.
3. In the dialog box, select the location of the page number, the alignment, and check to show the number on the first page.


Adding Headers and Footers

1. Display your document in the **Page Layout** view by clicking **View, Page Layout**.
2. Click **View, Header and Footer**.
3. Type the header in the text box and format as you would any other text.
4. To create a footer, click the **Switch Between Header and Footer** button in the Header and Footer toolbar.

Inserting A Page Break

1. Click the mouse where you want to start a new page.
 2. Click **Insert, Break**.
 3. In the Break dialog box, click **OK**.
- You can also insert a section break using the same procedure. In the Break dialog box choose one of the following options:
- Next page**-Creates a new section on a new page.
- Continuous**-Creates a new section on the current page.

Changing Margins

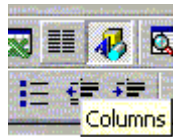
1. Click the Print Preview button  on the toolbar (beside the printer).
2. The document will appear in the Print Preview window.
3. Click and drag the mouse over the margin you wish to change on the ruler. If the ruler doesn't display click the view ruler button on the toolbar.
4. A line will appear to show the new location of the margin.

Changing Paper Orientation

Click **File**. Click **Page Setup**. In the Page Setup dialog box click tabs to change the margins, paper size, paper source, and layout.

Creating Newspaper Columns

1. Display the document in the Page Layout view by selecting **View, Page Layout**.
2. Highlight the text you want to display newspaper columns and
3. You must then select the number (1, 2, 3, or 4) of columns you wish to create.
4. The text will appear in newspaper columns.



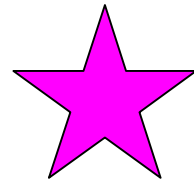
click the

columns button on the Standard Toolbar.

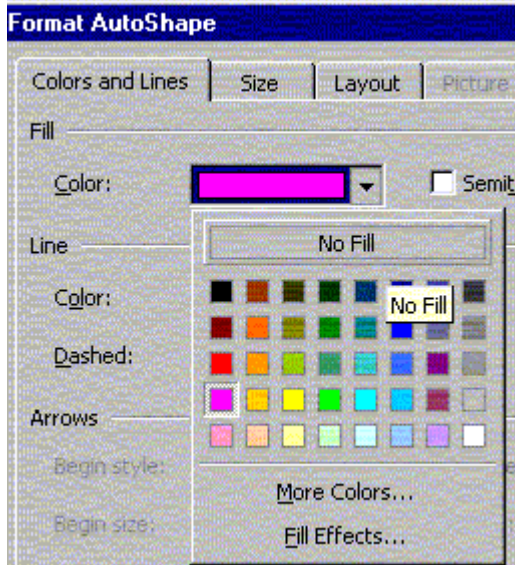
Graphics


Inserting Shapes

1. Click the Drawing button on the Standard toolbar.
2. At the bottom of your screen a Drawing toolbar will appear. Click **AutoShapes** and select the shape you desire.
3. Click the mouse inside your document where you wish to add the shape. The shape can then be resized, moved, or formatted. It can also be filled with a color.



Shapes can also have no fill at all if you want to be able to read text through them. Right click the shape...choose Color and Lines Tab and select No Fill on the color section.



Resizing Graphics Click on the graphic with the mouse and drag a corner to the desired shape when it becomes a line with 2 arrows. 

Moving Graphics Click on the graphic. Click and drag the mouse to the desired location when the mouse becomes crossed lines with arrows.



Inserting Clipart, Graphics, or Pictures



In the document, click the mouse where you want to add a graphic.
Click **Insert** at the top of the screen.
Click **Picture**. Then choose from **Clip Art...** or **From File...**

On the 1999 computers a folder is on the C drive that contains a collection of clipart. Change the drive to C: then locate the folder, Clipart. Within that folder are several folders that contain clipart.

Choose the file name you desire and click the Insert button. If you are using a Clip Art picture from another folder or a CD, locate the drive and file name.

To delete an image, click on it with the mouse and press the delete key on the keyboard.

Formatting an Image

Right click the mouse on the image. Choose **Format Picture**. Click the **Wrap** or **Layout** tab and choose the desired text wrap. Click the desired text wrap effect and then click **OK**.

Clipart Extras



Word 2000 provides a Picture toolbar that allows you to watermark the image (using image control), lighten, darken,

change the contrasts, crop, wrap text (layout), and remove a color such as a white or colored background that is undesired. The toolbar can be accessed by clicking **View** on the menu line...**Toolbars**...**Picture**.

Clipart Galore!

There is a wealth of clipart that can be used in Word available on the Internet. Some search engines such as Alta Vista, Mamma, and Lycos offer clipart or image search engines. If you use Microsoft Internet Explorer as your browser when you search for clipart you only have to use the copy and paste method to take a clipart image from the web into your document. Here's how:


1. While in your Word document, open Microsoft Internet Explorer using the Start button.
2. Locate the image on the web and **right** click on it. You can either use the edit copy command or hold down the Ctrl key while you press the letter C (copy) on the keyboard.
3. Now toggle back to your document and click where the picture will be inserted and use either the edit paste command or hold down the Ctrl key will you lightly press the letter V (view) on the keyboard.

WOW! What's more you can also use this same method to move text from the Internet to a document. If you are using Microsoft Internet Explorer the text will appear in the same font, size, and color.

Toolbar Customizing

You can create shortcut icons in your toolbar to be customized to the functions you do most often. Here's how:

Click View...Toolbars...Customize. In this screen you can select to change the Options, Select more toolbars, and Add commands to the existing toolbars. To do so locate the desired command and click and drag its icon to the toolbar location you wish.

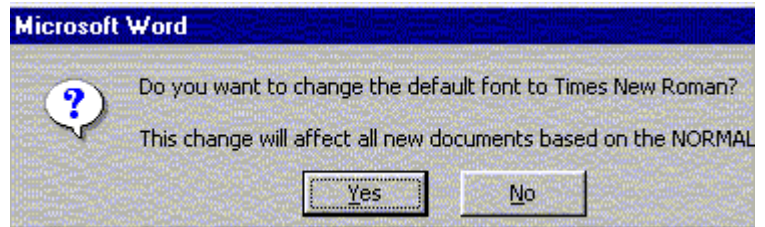
By clicking and dragging the insert from file icon  to the top of your screen you will never have to go through the menu line's Insert...Picture...From File steps to insert an image. You will only need to click the icon to insert images.

Changing Defaults

Font

Word defaults to the Times New Roman font at 12 point in size. If you would like to have a different font/size as your default follow these steps:

1. Click Format in the menu line.
2. Choose Font
3. Choose the font style and size you desire by using the drop down arrows.
4. In the lower left corner click the Default button. You will receive this window:



Click Yes and the new font/size you selected will appear automatically in your next and future documents.

Open/Save


Word defaults to My Documents when opening and saving documents. You can also change the folder by selecting the **File location** tab. To make a change, click the **Modify** button and select the folder in which you wish to open and save.

Adding Text Effect

WordArt

1. Display the drawing toolbar by clicking the drawing button on the Standard toolbar.
2. On the drawing toolbar at the bottom of your screen, click the Insert WordArt button.
3. Select the word art effect you desire and click.
4. Click OK.
5. The WordArt can then be moved, recolored, resized, or formatted by selecting the text and clicking Format on the menu line...Word Art.

Inserting Other Information

You can copy and paste spreadsheets or graphs and charts from Excel into a Word document. You can also use the hyperlink tool  in the Standard toolbar to create a link from that graph to the Excel file.

Printing A Document

Before printing you can preview your document by clicking the **Print Preview** button on the Standard Toolbar (beside the printer icon). You can view multiple pages by using the side scroll bar. You can also zoom by clicking the Magnifier button in the preview toolbar. When you finish your preview click close on the toolbar. To print the document click File, Print. The Print dialog box appears. You may choose the following print options:

All-Prints every page of the document.

Current Page-Prints the page containing the mouse cursor.

Pages-Prints the pages you specify.

Selection-Prints the text you selected.

If you wish to print an entire document click the Printer icon on the Standard Toolbar.

Saving A Document

There are several ways to save a document:


1. Click the **diskette icon** on the toolbar. If this is the time you have saved this document the **Save As** dialog box will appear. You will need to supply the name of the document, and the location in which you wish to save it. Warning: If you want to save this document under a new name, do not use this process. It will copy this document over the information saved previously under this name.
2. Click **File, Save** This process works exactly like step 1 above. Click **File, Save as...** This process will save a previously saved document and give you the opportunity to rename it and save it under a new name.

Closing A Document

When you finish working with a document you can close it to remove it from your screen using one of these methods:

Click **File, Close**. Word removes the document from you screen. If you had more than one document open, the second last document you worked with would appear. Click the **X** in the upper right corner of the screen.

Opening a Document

Click the **open folder icon** on the toolbar.  Select the drive and folder of the document. Select the name of the document.

Quickly Opening a Document

Click **File**. At the bottom of the drop down menu you will see the names of previously saved documents. Double click the document name.

Finding a Document

If you cannot remember the name or location of a document, you can have Word search for the document.

1. Click the open folder icon on the top toolbar.
2. Click the next to last button (Preview button) in the Open dialog box toolbar. This button displays the contents of a highlighted document.
3. To have Word search for a document, click the drive you want to search.
4. To search the contents of all folders in that drive click the last button (commands and settings) in the Open dialog box toolbar.

Change Document Display

To change the view Click View, Page Layout, and select the view you desire.

You can display your document four ways: 

1. Normal View

When you first open your document it will appear in the Normal view. This view simplifies the document so you can quickly enter, edit, and format text. The Normal view does not display top or bottom margins, headers, footers or page numbers.

2. Page Layout View

This view displays the document as it will appear on a printed page. It displays top and bottom margins, headers, footers and page numbers.

3. Outline View

This view helps you review and work with the structure of a document. You can focus on the main headings by hiding the remaining text.

4. Online Layout View

This view displays documents so they are easy to read on the screen. The Online Layout view displays a document map, which lets you, move quickly to a specific location in our document. If a Word document is created in the outline form that outline can be inserted into PowerPoint as an outline for the accompanying presentation!

Zoom In or Out

To display the zoom settings, move the mouse over the down arrow beside the 100% in the toolbar and select a zoom in or zoom out setting.

Display or Hide Ruler

To display or hide the ruler, click View. A check mark beside ruler tells you the ruler is currently displayed to hide the ruler, remove the check mark by clicking it.

Display or Hide Toolbars

To display or hide toolbars

1. Click View
2. Move the mouse to Toolbars. A list of toolbars appears.
3. You may select the toolbar you wish.

Standard Toolbar

This toolbar is directly beneath the top row of text. It has quick keys that allow you to open files, print, check spelling, hyperlink, undo, insert graphs and tables, and zoom.

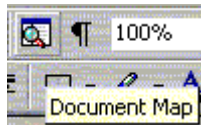
Formatting Toolbar

This toolbar is beneath the Standard Toolbar. The quick keys on this toolbar allow you to format text style, size, appearance, alignment, insert bullets, numbered list, and change text color.

Toolbars can be moved by clicking and dragging the mouse at the edge or the title bar of the toolbar.



Document Map



A Document Map allows you to move through a document quickly.

1. Click the Document Map button on the Standard toolbar. (This button is at the right end of the Standard Toolbar.)
2. When the Document Map appears on the left side of your document you can instantly jump to a heading in the document by clicking the mouse on the heading you desire.
3. To hide the Document Map display repeat step 1.

Getting Help

By now you have probably noticed the paper clip, Einstein, dog, or cat. One of these characters can be selected to serve as your Office Assistant. To display the **Office Assistant**, click the ? button in the top right hand corner of the toolbar. (To remove the assistant, right click it and choose **hide**.)

Type the question you want to ask and press **enter**. The Office Assistant will display a list of help topics that relate to the question you asked. Click the help topic information that matches your request. The **Help Window** will appear and display information about your topic. When you finish reading the information, press the **X** to close the screen. To hide the Office Assistant, press the **X**.

A more complete tutorial is available at <http://208.183.128.3/tutorials/word.htm> and at the Microsoft site (<http://microsoft.com>).