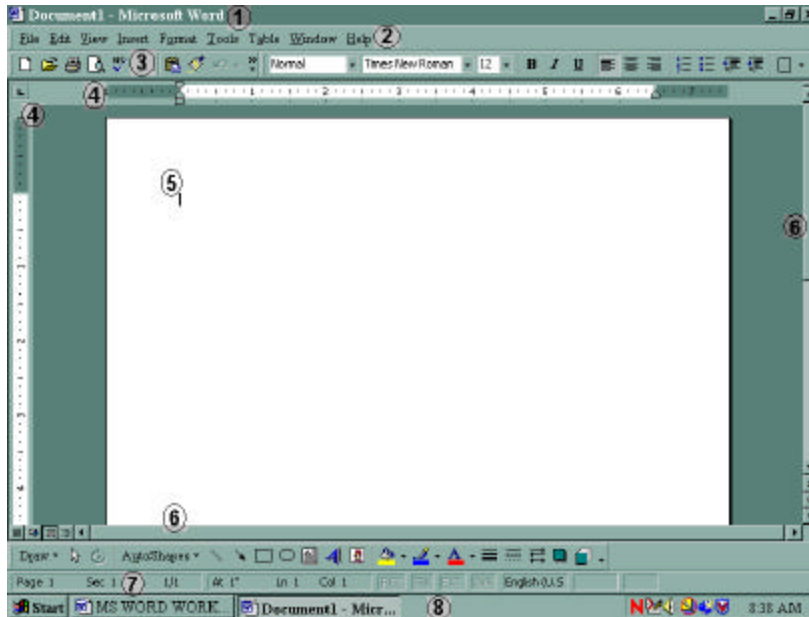


Introduction to Microsoft Word 2000^â*

Microsoft Word is a word processing program that allows you to create professional looking documents. It is a powerful tool that can be used to make changes (*edit*) and modify the look of your document (*format*). This introduction will present you with the basic tools in Word 2000 and directions for how to utilize them.

To Open Microsoft Word:

1. Click on the **Start** Button on the taskbar.
2. Select **Microsoft Word**.



1. Title Bar
2. Menu Bar
3. Standard Toolbar
4. Rulers
5. Cursor
6. Scroll Bar
7. Status Bar
8. Taskbar

Figure 1 Components of a Word Document

Components of a Word Document

- The **Title Bar (1)** lists the program and the file name. The buttons on the right-hand side of the Title Bar resize and close the window.
- The **Menu Bar (2)** consists of pull-down menus that perform specific commands.
- The **Standard Toolbar (3)** contains shortcuts to the most commonly performed actions.
- The **Rulers (4)** border the top and left-hand sides of the document in order to help you measure and format your text, tabs, and margins effectively.
- The **Cursor (5)** is the blinking vertical line that indicates where typed characters will appear on the screen.
- The **Scroll Bars (6)**, below and to the right of the document, allow you to navigate through your document.
- The **Status Bar (7)** informs you about the pages in your document.
- The **Taskbar (8)** is the thin horizontal bar that spans the width of the screen. It shows you which windows or programs are currently open

Using Menus

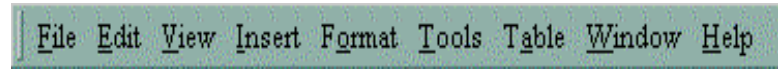


Figure 2 Menu Bar

The **Menu Bar** allows you to perform various commands necessary in creating, editing, and formatting a document. Once you are familiar with where to find the commands, you can use to the shortcut buttons located on the **Standard Toolbar**. See Figure 3 below.

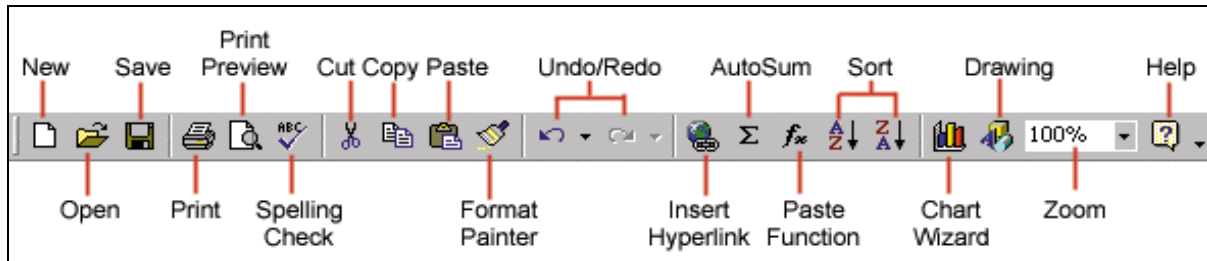


Figure 3 Standard Toolbar

File Menu

The **File** menu contains an extensive list of commands to begin, manage, and store your document.

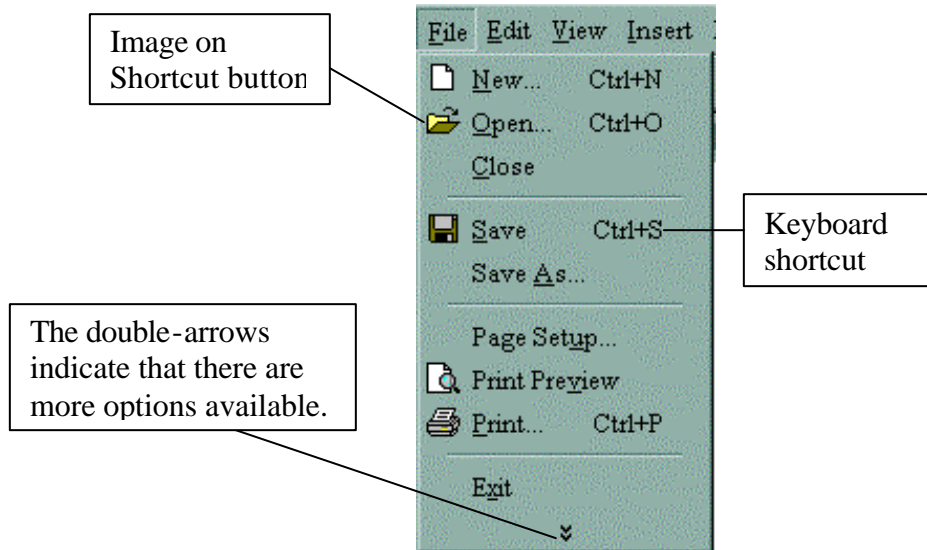


Figure 4 File Me nu

Remember: There are often several different ways to perform the same command, so choose whichever one is easiest for you!

Setting Margins

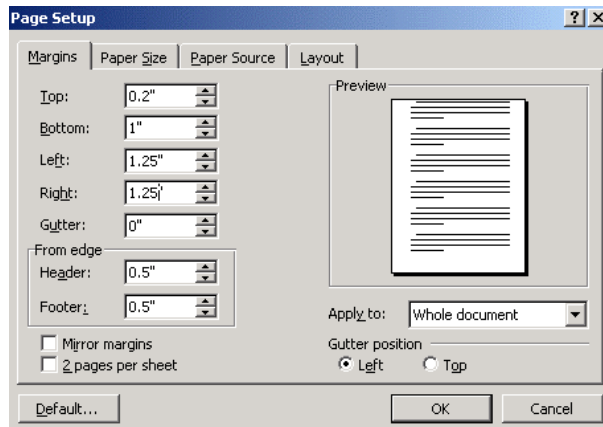


Figure 5 Page Setup dialog box

To set margins:

1. Click on the **File** menu.
2. Select **Page Setup**.
3. Click on the **Margins** tab.
4. Adjust the width by either typing in the number or by clicking the up and down arrows.
5. Click **OK**.

Saving to a Disk

As you work, it is a good idea to save your document every five to ten minutes. Further, you should consider saving important documents to more than one storage media. For instance, it would be advised to save your term paper to both the computer's hard drive and to a floppy disk to ensure that you do not lose any information due to unexpected circumstances.

To save to a disk:

1. Select the **File** menu.
2. Click on **Save As**.
3. When the dialog box opens, click on the down arrow in the **Save In** drop box.
4. Scroll down to **3 ½ Floppy (A:)** (**A:**).
5. Name your document in the **File Name** box at the bottom of the dialog box.
6. Click **Save**.

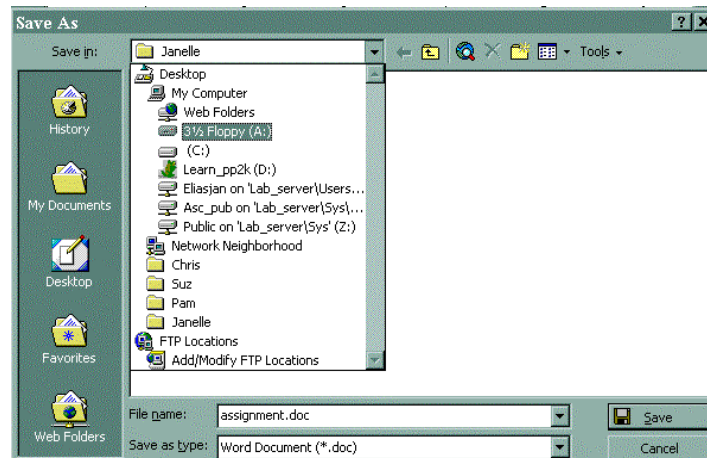


Figure 6 Save As dialog box

Note: Be careful not to include the followings characters in your file name: forward or backward slashes (/) (\), colon (:), semicolon (;), question mark (?), greater than or less than signs (<) (>), asterisk (*), quotation marks (""), and period (.).

Opening an Existing Document

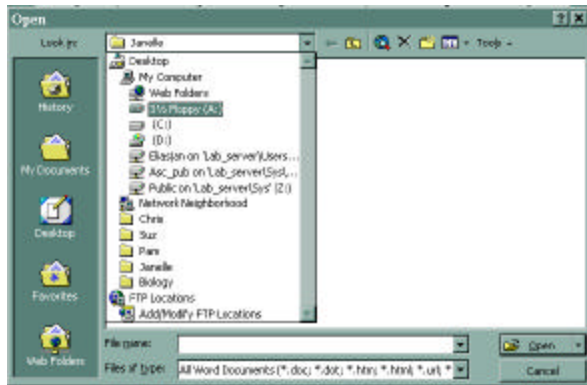




Figure 7 Open dialog box

To open an existing document:

1. Click on the **File** menu.
2. Select **Open** or click on the Open  shortcut button.
3. Click the down arrow in the **Look In:** box.
4. Select where the document has been saved.
5. Select the filename you wish to open.
6. Click **Open**.

Printing a Document

One way to print a Word document is to select the Print  shortcut button from the Standard Toolbar. If you wish to send the document to a different printer or alter other default settings, you can print using the technique outlined below.

To print a document:

1. Select the **File** menu.
2. Click on **Print**.
3. Select which printer you will send to in the **Name:** drop-down box.
4. Click **OK**.

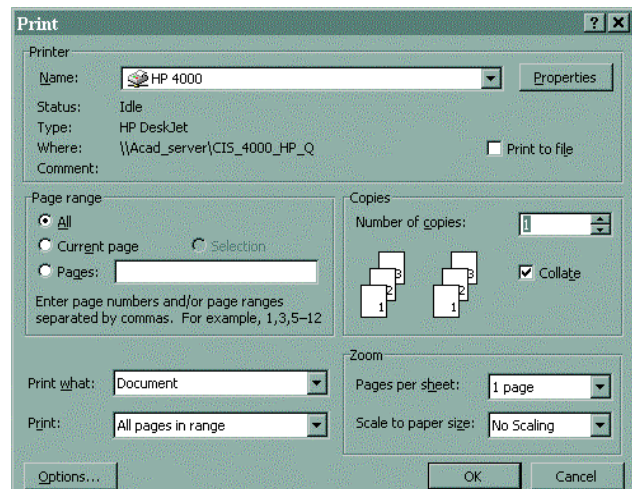


Figure 8 Print Dialog Box

To print in landscape orientation:

1. In the Print dialog box, click on the **Properties** button.
2. Select the "Layout" tab.
3. Click on the radio button next to Landscape.
3. Click **OK**.

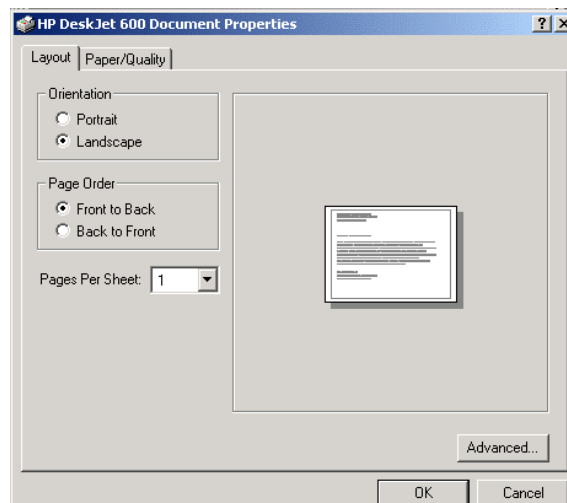






Figure 9 Printer Document Properties

Edit Menu

Next, we will look at the **Edit** menu. Once text has been entered in a document, it may be edited as needed. Common edits allow you to add or delete text.



Figure 10 Edit Menu

- **Undo**  reverses the last task you performed.
- **Cut**  removes text in your document and temporarily saves it for later use.
- **Copy**  keeps the text in your document while at the same time copying it for later use.
- **Paste**  allows you to add text that has previously been Cut or Copied.

Adding Text in a Document

The arrow keys and the Enter key on the keyboard are used to move the cursor. The mouse can also be used to move the cursor. When the mouse pointer is moved into a document, it changes from an arrow to an *I-Beam Pointer*. To add text, simply begin typing when the cursor is located in the desired location.

Deleting Text from a Document

The **Delete Key** is used to erase the character directly to the right of the cursor. The Delete Key is not the same as the right-arrow key, which moves the cursor and does not erase characters.

The **Backspace Key** is used to erase the character directly to the left of the cursor. The Backspace Key should not be confused with the left-arrow key, which only moves the cursor and does not erase characters.

HINT:

In order to edit any text, you must first select it by highlighting it.

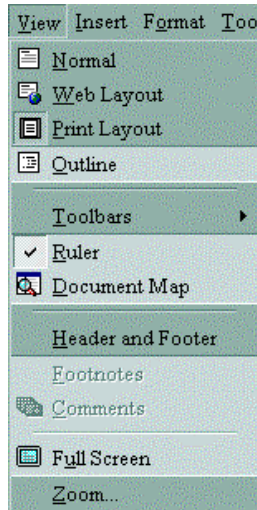
Highlighting Text in a Word Document




Table 1 Highlighting Techniques

To select a word	Double-click on the word
To select a sentence	Hold down the CTRL key and click inside the sentence, or click and drag the highlight through the entire sentence
To select multiple lines of text or a paragraph	Click and drag the highlight through the text, or triple-click

View Menu

In the **View** menu, you can change the layout of the document you are working with.



- **Normal View**  takes away the left ruler.
- **Print Layout**  displays the left ruler, and shows you how your document will appear on the printed page.
- **Outline View**  organizes your document in a hierarchical order.

The shortcut buttons to these views are located on the Scroll Bar directly below the document on the bottom, left-hand side.

Figure 11 View Menu

Toolbars

When you see an arrow to the right of a command, it signifies that there is another drop-down list of options from that command. You use the View menu to display and remove Toolbars in Word.

To display or remove toolbars:

1. Click on the **View** menu.
2. Point to **Toolbars**.
3. After the list expands, select the toolbar that you wish to add or remove. The check mark indicates which toolbars are currently displayed.

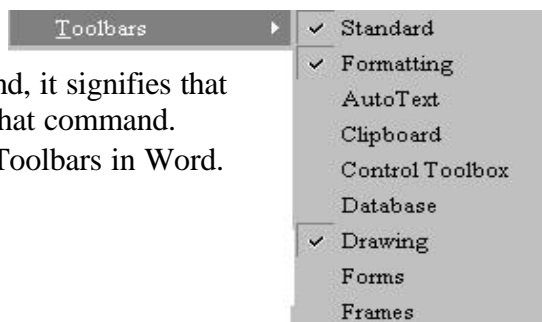




Figure 12 Toolbars

Office Clipboard

When items are cut or copied, they are temporarily saved to the **Office Clipboard**. Microsoft Word 2000 allows you to have up to twelve items on your clipboard at once. Clear the items on the Office Clipboard by clicking . Click the close button  to remove the clipboard.

To view the items on the Office Clipboard:

1. Click on the **View** menu.
2. Select **Toolbars**.
3. Click on **Clipboard**.

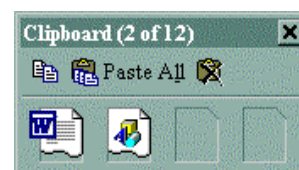


Figure 13 Office Clipboard

Right-Click Shortcut Menu

An even faster way to Cut, Copy, and Paste is to click the right mouse button. Once an item has been highlighted, the right-click menu will provide even faster shortcuts to the commands available for that item.

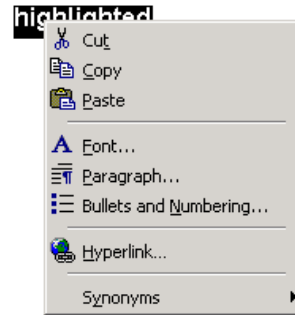


Figure 14 Right-Click Menu

Headers and Footers

Word allows you to enter text into the top and bottom margins of the document. The text you type into a header or footer appears on every page of the document; therefore, this tool is most often used to enter the author's name or document title, the date, and/or the page numbers.

Figure 15 highlights the most useful buttons on the Header and Footer toolbar.

To add text into a header or footer:

1. Select the **View** menu.
2. Click on **Header and Footer**.
3. Begin typing when the header and footer appear, or use the toolbar displayed below to edit the contents.

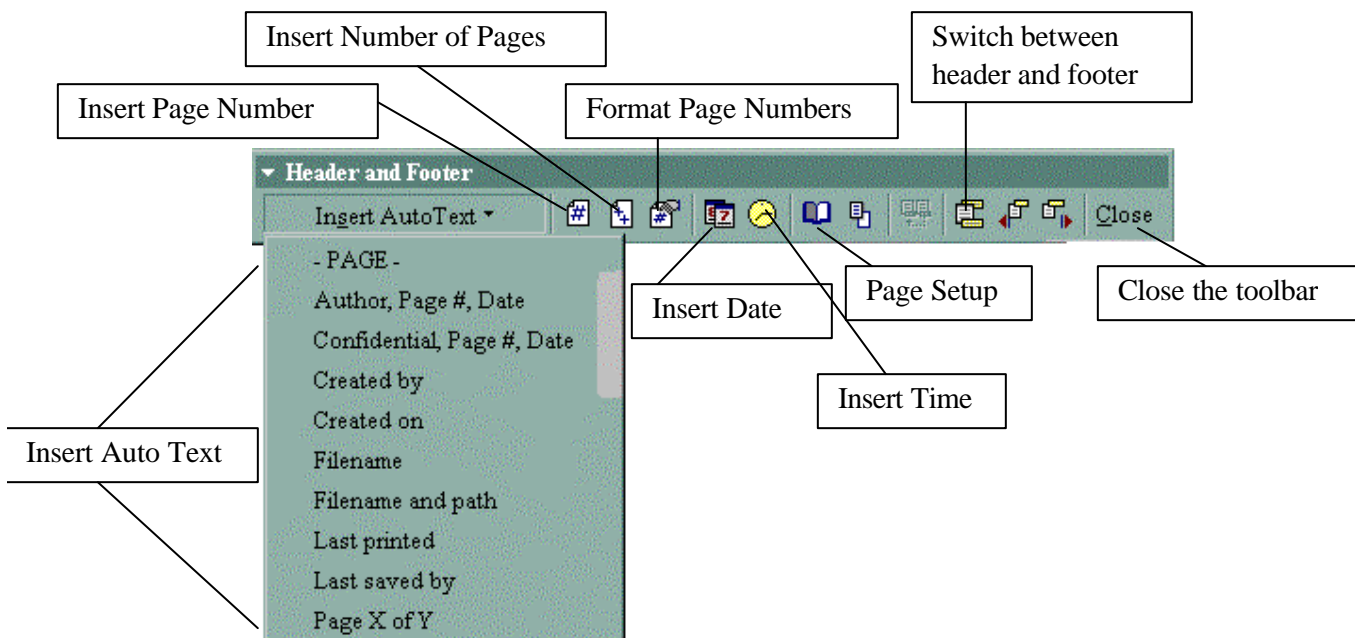


Figure 15 Header and Footer Toolbar

Insert Menu

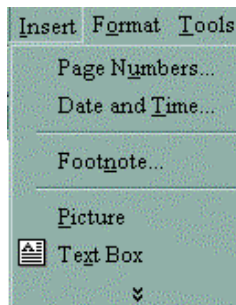


Figure 16 Insert Menu

Another way to add the date and page numbers is by using the Insert menu. The Insert menu can be beneficial for academic and professional writing because it allows you to add page breaks, page numbers, date and time, symbols, footnotes, and pictures.

To insert page numbers:

1. Click on the **Insert** menu.
2. Select **Page Numbers**.
3. When the dialog box appears, choose the **Position** and **Alignment** of your page numbers.
4. When you are satisfied with the preview on the right, click **OK**.

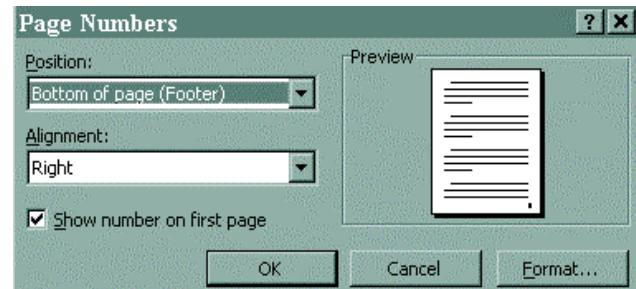


Figure 17 Insert Page Numbers

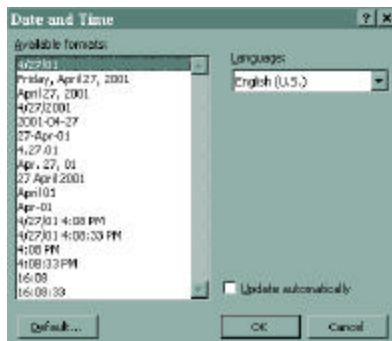


Figure 18 Insert Date and Time

To insert time and date:

1. Place the cursor where you wish to insert the date and/or time.
2. Click on the **Insert** Menu.
3. Select **Date and Time**.
4. When the dialog box appears, select from the available formats.
5. Click **OK**.

To insert footnotes:

1. Click on the **Insert** menu.
2. Select **Footnote** from the menu.
3. Choose either **Footnote** or **Endnote**.
4. By default, Word automatically numbers footnotes, but you can custom number them if you need to.
5. Click **OK**.

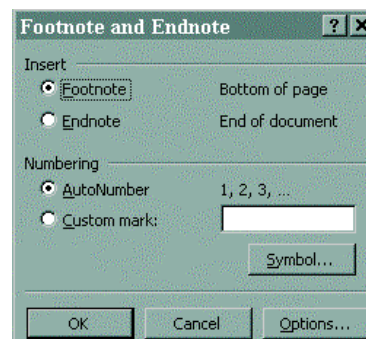










Figure 19 Insert Footnote





Format Menu

Formatting modifies the appearance of your text or document. In order to format, you must first highlight the text you want to change. Refer back to Table 1 for highlighting techniques. Quicker ways to format are represented on the Standard Toolbar as Shortcut Buttons. Locate the shortcuts to these various commands:

- **Font**  will allow you to change the style, size, and color of your characters.
 - **Bold** 
 - **Italics** 
 - **Underline** 
 - **Font Color Button**  allows you to change the color of your font.
- **Paragraph**  changes indents, spacing, and page breaks.
- **Bullets And Numbering**  organizes your information in a hierarchical order.
- **Columns**  separates your text into vertical columns.




Tab Stops

The **Tab Stop** button is located at the far left of the horizontal ruler. When a tab stop is set, Word automatically removes the default tab stops of 0.5" and 1". The default stop at 1.5" is not affected.

- **Left Tab Stop**  aligns the beginning of the text at the stop.
- **Right Tab Stop**  aligns the end of the text at the stop.
- **Center Tab Stop**  centers the text equal distance over the stop.
- **Decimal Tab Stop**  aligns the decimal point at the stop.

Aligning Paragraphs

On the Standard Toolbar, you will notice the options which allow you to change the alignment of your text, called the Align buttons.

- **Align Left**  has a straight left edge.
- **Align Right**  has a straight right edge.
- **Center**  is equidistant from the left and right sides of the page.

Tools Menu

MS Word makes it easy to proofread your document when you are satisfied with the content and appearance of your text. The **Tools** menu allows you to operate spell-check, word count, and the thesaurus.

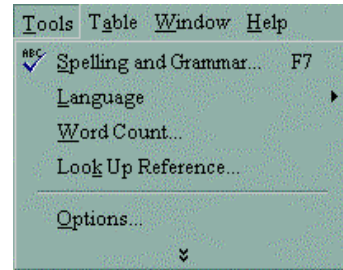


Figure 20 Tools Menu

Proofreading Your Document

When typing text in a document, certain words or phrases may appear with a wavy red or green line underneath. The red line indicates the word may be misspelled, or it cannot be found in the MS Word English dictionary. The green line indicates a possible grammatical error. You may manually correct any spelling or grammatical errors, or you can click on the spell check button on the toolbar, which will offer correction suggestions. If a word has a wavy line underneath it, you can right-click on it to get a shortcut list of corrections.

Warning: Don't completely rely on the computer to check your spelling and grammar! Some mistakes will not be caught unless you proofread your own work.

Thesaurus

The MS Word thesaurus is an aid for locating synonyms, antonyms, and related words.

To use the Thesaurus:

1. Highlight the word you wish to search.
2. Click on the **Tools** menu.
3. Select **Language**.
4. Click on **Thesaurus**.
5. Select a synonym provided.
6. Click **Replace**.

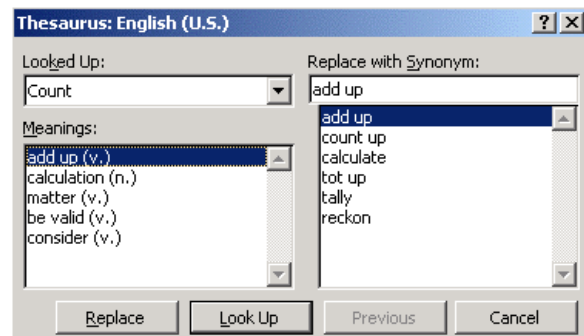


Figure 21 Thesaurus Tool

Word Count

Word Count reports the number of characters, words, paragraphs, and pages in your document.

Need Help?

- If you get stuck, don't panic! Remember the **Undo** command can reverse any previous actions. If you aren't sure what to do, try the **Help** menu. MS Word **Help** provides an index of problems and how to troubleshoot them.
- If you forget what a particular command or button does, select **What's This?** From the **Help** menu and point to the item in question.

