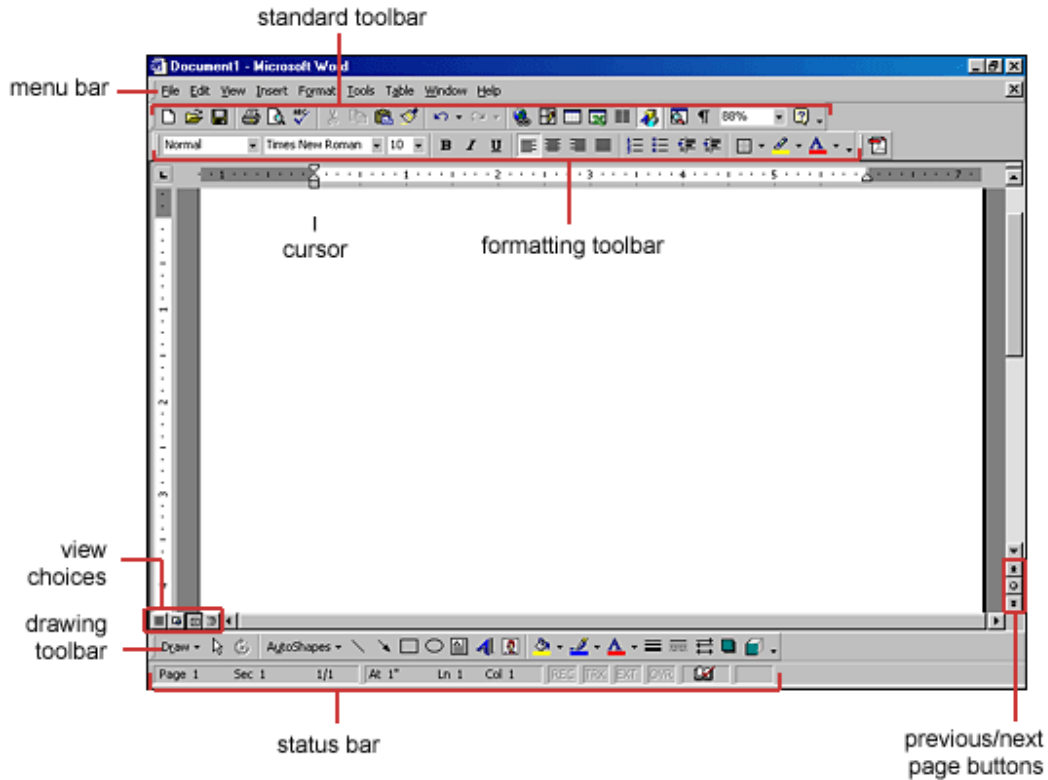


# **Introduction to Microsoft Word**



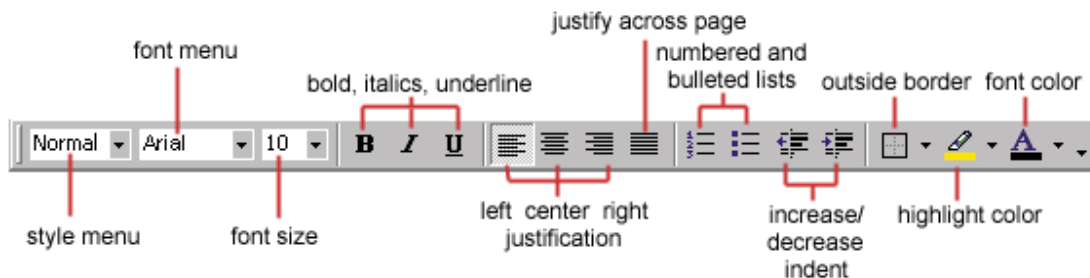
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## Screen Layout



## Formatting Text

The formatting toolbar is the easiest way to change many attributes of text. If the toolbar as shown below isn't displayed on the screen, select View|Toolbars and choose Formatting.



**Style Menu** - Styles are explained in detail later in this tutorial.

**Font Face** - Click the arrowhead to the right of the font name box to view the list of fonts available. Scroll down to the font you want and select it by clicking on the name once with the mouse. A serif font (one with "feet" circled in the illustration below) is recommended for paragraphs of text that will be printed on paper as they are most readable. The following graphic demonstrates the difference between serif (Times New Roman on the left) and sans-serif ("no feet", Arial on the right) fonts.



**Font Size** - Click on the white part of the font size box to enter a value for the font size or click the arrowhead to the right of the box to view a list of font sizes available. Select a size by clicking on it once. A font size of 10 or 12 is best for paragraphs of text.

**Font Style** - Use these buttons to bold, italicize, and underline text.

**Alignment** - Text can be aligned to the left, center, or right side of the page or it can be justified across the page.

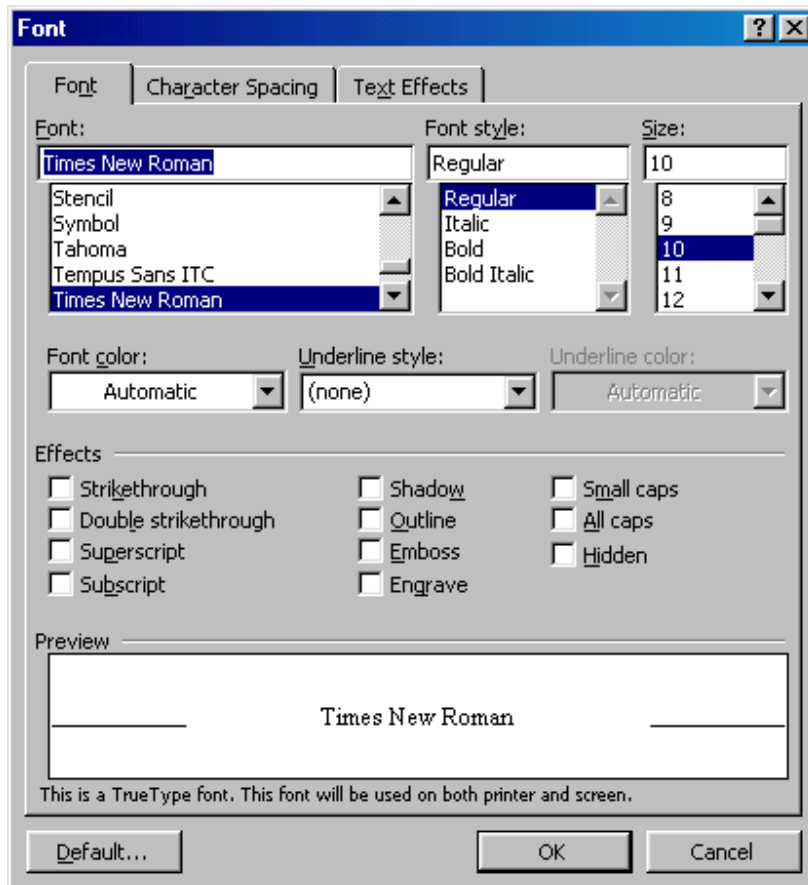
**Numbered and Bulleted Lists** - Lists are explained in detail later in this tutorial. Increase/Decrease Indent - Change the indentation of a paragraph in relation to the side of the page.

**Outside Border** - Add a border around a text selection.

**Highlight Color** - Use this option to change the color behind a text selection. The color shown on the button is the last color used. To select a different color, click the arrowhead next to the image on the button.

**Text Color** - This option changes the color of the text. The color shown on the button is the last color chosen. Click the arrowhead next to the button image to select another color.

The Font dialog box allows you to choose from a larger selection of formatting options. Select Format|Font from the menu bar to access the box.



## Format Painter

A handy feature for formatting text is the Format Painter located on the standard toolbar. For example, if you have formatted a paragraph heading with a certain font face, size, and style and you want to format another heading the same way, you do not need to manually add each attribute to the new headline. Instead, use the Format Painter by following these steps:

Place the cursor within the text that contains the formatting you want to copy. Click the Format Painter button in the standard toolbar. Notice that your pointer now has a paintbrush beside it.

Highlight the text you want to add the same format to with the mouse and release the mouse button.

To add the formatting to multiple selections of text, double-click the Format Painter button instead of clicking once. The format painter then stays active until you press the ESC key to turn it off.

## Undo

Feel free to experiment with various text styles. You can always undo your last action by clicking the Undo button on the standard toolbar or selecting Edit|Undo... from the menu bar. Click the Redo button on the standard toolbar or select Edit|Redo... to erase the undo action.

## Formatting Paragraphs

### Paragraph Attributes

Format a paragraph by placing the cursor within the paragraph and selecting Format|Paragraph from the menu bar.

The image shows the 'Paragraph' dialog box with two tabs: 'Indents and Spacing' and 'Line and Page Breaks'. The 'Indents and Spacing' tab is active. Annotations with red lines point to various controls:

- horizontal text alignment for the paragraph:** Points to the 'Alignment:' dropdown menu, which is set to 'Left'.
- distance the text is indented from the left and right edges of the page:** Points to the 'Left:' and 'Right:' input fields. 'Left' is set to '-0.5"' and 'Right' is set to '0"'. A red line also points to the 'Special:' dropdown menu, which is set to '(none)', with the annotation 'select special indents for first lines and hanging indents'.
- distance the indented text is from the text above and below the paragraph:** Points to the 'Before:' and 'After:' input fields in the 'Spacing' section, both set to '0 pt'.
- set the line spacing for the text:** Points to the 'Line spacing:' dropdown menu, which is set to 'Single', and the 'At:' input field.
- click to set tab stops for the paragraph:** Points to the 'Tabs...' button at the bottom left.

The 'Preview' section at the bottom shows a sample of text with various indentations and line spacing applied.

### Moving (Cutting) Text

Highlight the text that will be moved and select Edit|Cut from the menu bar, click the Cut button on the standard tool bar, or press CTRL+X at once. This will move the text to a clipboard.

To move a small amount of text a short distance, the drag-and-drop method may be quicker. Highlight the text you want to move, click the selection with the mouse, drag the selection to the new location, and release the mouse button.

## Copying Text

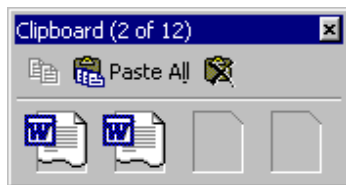
To copy text, choose Edit|Copy, click the Copy button on the standard toolbar, or press CTRL+C to copy the text to the clipboard.

## Paste Text

To paste cut or copied text, move the cursor to the location you want to move the text to and select Edit|Paste from the menu bar, click the Paste button on the standard toolbar, or press CTRL+V.

## The Clipboard



The last 12 elements that were cut or copied are placed onto Word's clipboard. You can view the elements on the clipboard by selecting View|Toolbars|Clipboard from the menu bar.



Place the mouse arrow over each element in the clipboard to view the contents of each item and click on an element to add its contents to the document. Click Paste All to add all of the items to the document at once. Click the Clear Clipboard button (the icon with an "X" over the clipboard image) to clear the contents of the clipboard.



## Lists

To create a bulleted or numbered list, use the list features provided by Word. Bulleted and Numbered Lists

Click the Bulleted List button  or Numbered List button  on the formatting toolbar.

Type the first entry and press ENTER. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the SHIFT key while pressing ENTER.

Continue to typing entries and press ENTER twice when you are finished typing to end the list.

Use the Increase Indent  and Decrease Indent  buttons on the formatting toolbar to create lists of multiple levels.

NOTE: You can also type the text first, highlight the section, and press the Bulleted List or Numbered List buttons to add the bullets or numbers.

### Nested Lists

To create a nested list, such as a numbered list inside of a bulleted list, follow these steps:

Type the list and increase the indentation of the items that will make up the nested list by clicking the Increase Indent button for each item.

- Lists
    - Bulleted and Numbered Lists
    - Nested Lists
    - Formatting Lists
  - Tables
    - Create a Table
- Lists
    1. Bulleted and Numbered Lists
    2. Nested Lists
    3. Formatting Lists
  - Tables
    - Create a Table

Highlight the items and click the Numbered List button on the formatting toolbar.

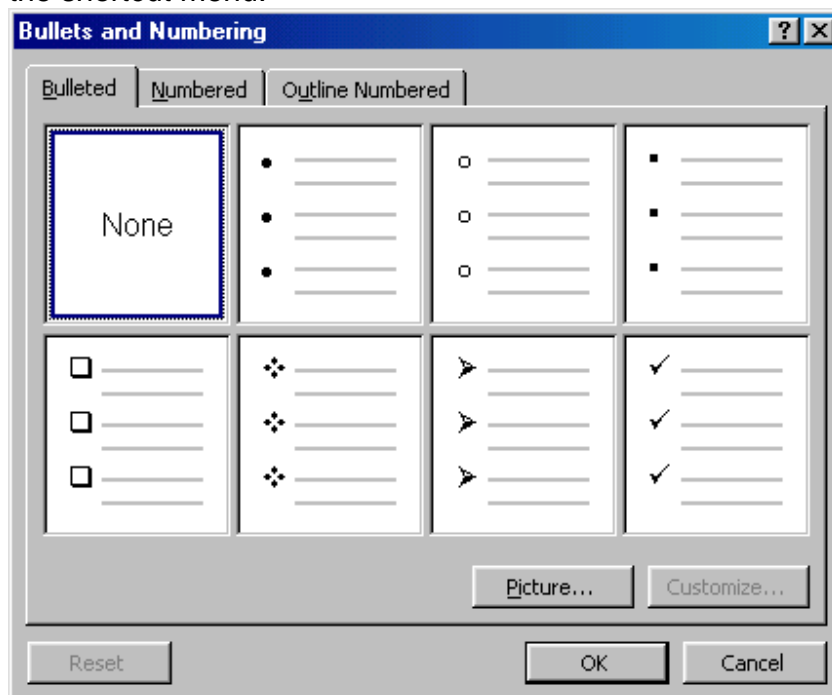
### Formatting Lists

The bullet image and numbering format can be changed by using the Bullets and Numbering dialog box.

Highlight the entire list to change all the bullets or numbers, or

Place the cursor on one line within the list to change a single bullet.

Access the dialog box by selecting Format|Bullets and Numbering from the menu bar or by right-clicking within the list and selecting Bullets and Numbering from the shortcut menu.

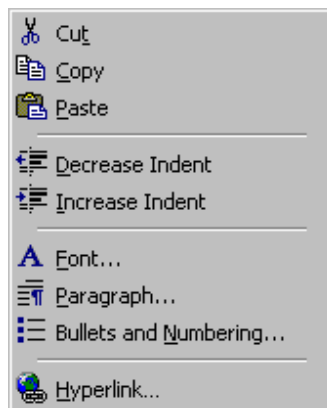


Select the list style from one of the seven choices given, or click the Picture... button to choose a different icon. Click the Numbered tab to choose a numbered list style.

Click OK when finished.

## Shortcut Menus

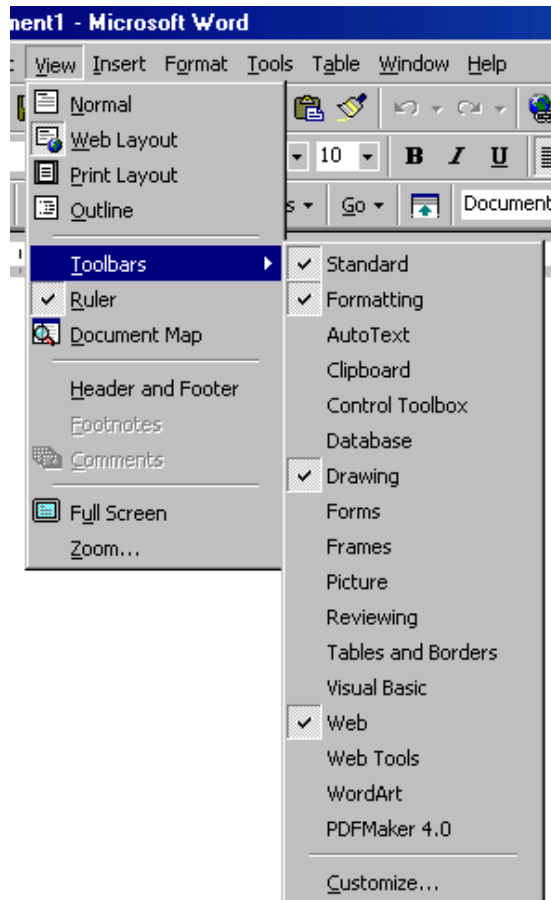
These features allow you to access various Word commands faster than using the options on the menu bar. View shortcut menus by right-clicking with the mouse. The options on this menu will vary depending on the element that was right-clicked. For example, the shortcut menu below is produced by right-clicking on a bulleted list.



Actions such as "Decrease Indent" and "Increase Indent" are only applicable to lists and therefore only appear on the list shortcut menu. The shortcut menus are helpful because they only display the options that can be applied to the item that was right-clicked and, therefore, prevent searching through the many menu options.

## Toolbars

Many toolbars displaying shortcut buttons are also available to make editing and formatting quicker and easier. Select View|Toolbars from the menu bar to select the toolbars. The toolbars that are already displayed on the screen are checked. Add a toolbar simply by clicking on the name.

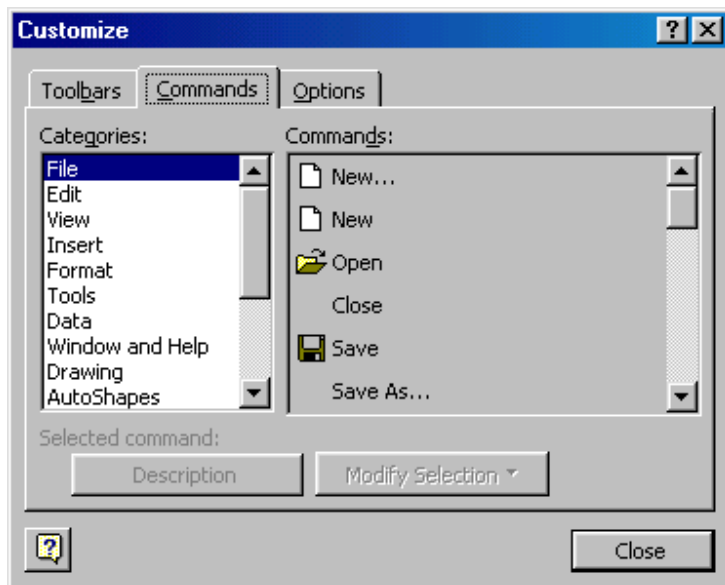


## Customizing Toolbars

There may be certain actions on a toolbar that you do not use and there may also be commands that you execute often but that are not located on any toolbar. Word toolbars can be customized so these commands can be added and deleted.

**To see how this works turn to next page.**

Select View|Toolbars|Customize and click the Commands tab.



By highlighting the command categories in the Categories box, the choices will change in the Commands box to the right.

Select the command you would like to add to the toolbar by selecting it in the Commands box.

Drag the command with the mouse to the desired location on the toolbar and release the mouse button.


Remove a button from the toolbar by clicking and dragging the button off the toolbar.

## Working with files

### Creating and Opening Documents

There are several ways to create new documents, open existing documents, and save documents in Word:

#### Create a New Document

Click the New Document button on the menu bar. 

Choose File|New from the menu bar.

Press CTRL+N (depress the CTRL key while pressing "N") on the keyboard.

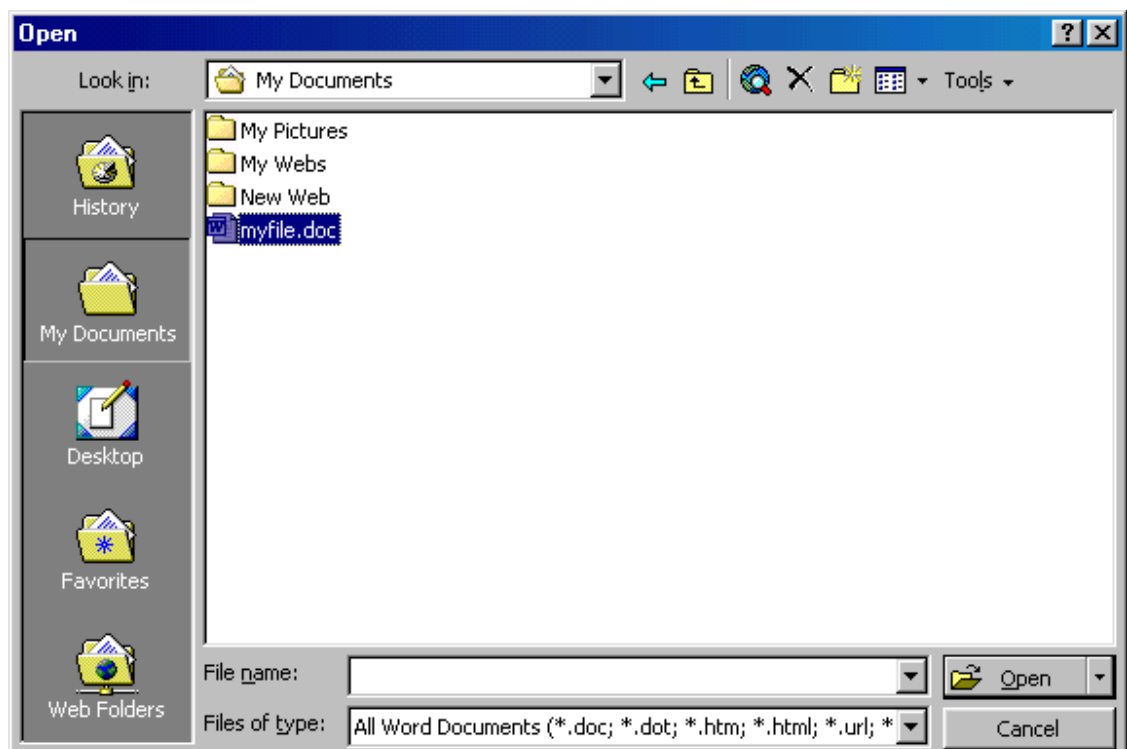
#### Open an Existing Document

Click the Open File button on the menu bar. 


Choose File|Open from the menu bar.

Press CTRL+O on the keyboard.

Each method will show the Open dialog box. Choose the file and click the Open button.

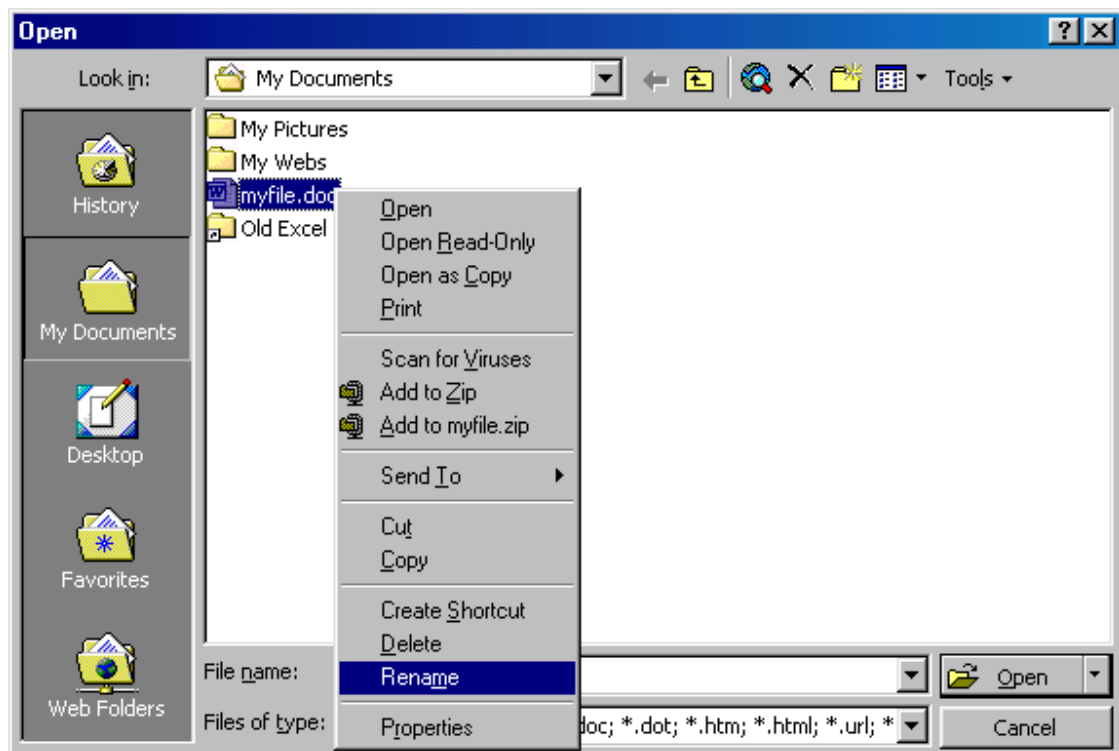


## Save a Document

Click the Save button on the menu bar.   
Select File|Save from the menu bar.  
Press CTRL+S on the keyboard.

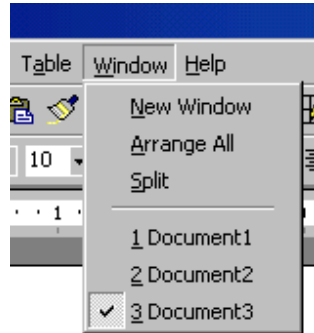
## Renaming Documents

To rename a Word document while using the program, select File|Open and find the file you want to rename. Right-click on the document name with the mouse and select Rename from the shortcut menu. Type the new name for the file and press the ENTER key. Can also be done through my documents.




## Working on Multiple Documents

Several documents can be opened simultaneously if you are typing or editing multiple documents at once. All open documents are listed under the Window menu as shown below. The current document has a checkmark beside the file name. Select another name to view another open document or click the button on the Windows taskbar at the bottom of the screen.



## Close a Document

Close the current document by selecting File|Close or click the Close icon if it's visible on the Standard Toolbar. 

## Working with Text

### Typing and Inserting Text

To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

## Selecting Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the SHIFT key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

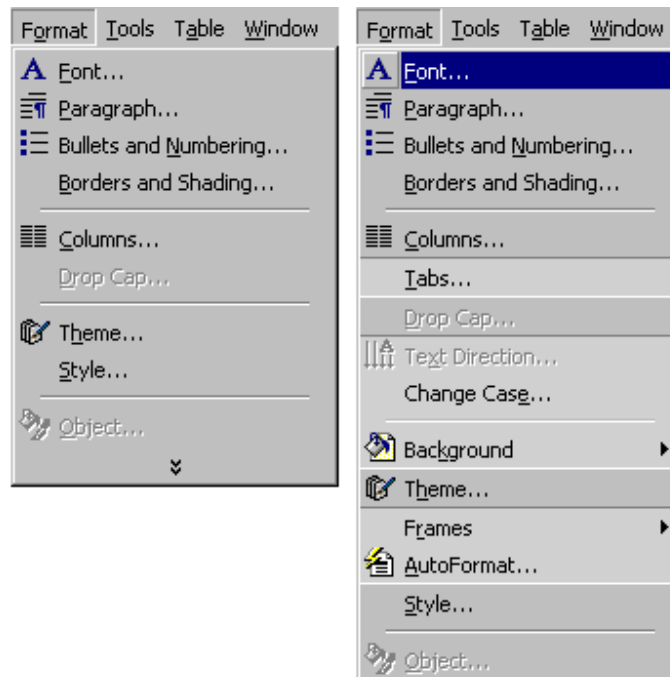
Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document	choose Edit Select All from the menu bar, or press CTRL+A

Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

### Deleting Text

Use the BACKSPACE and DELETE keys on the keyboard to delete text.

Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the DELETE key.

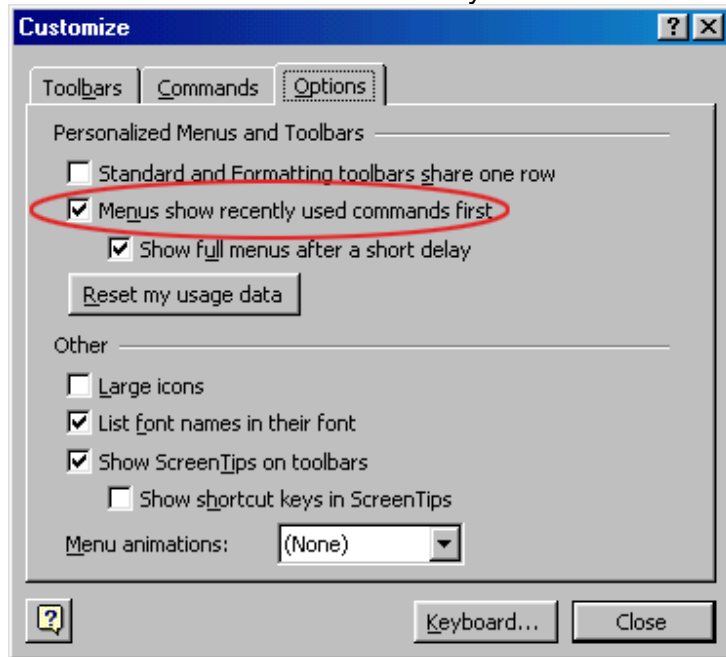


Follow the steps below to display menus similar to previous versions of Word with all the choices listed initially:

Select View|Toolbars|Customize from the menu bar.

Click on the Options tab.

Uncheck the Menus show recently used commands first check box.



## Menus

When you begin to explore Word 2000, you will notice a significant change in the menu structure if you are familiar with previous versions of Word. The menus in Word 2000 display only the commands you have recently used. To view all options in each menu, you must click the double arrows at the bottom of the menu. The images below show the Format menu collapsed (left) and expanded (right) after the double arrows at the bottom of the menu were clicked:

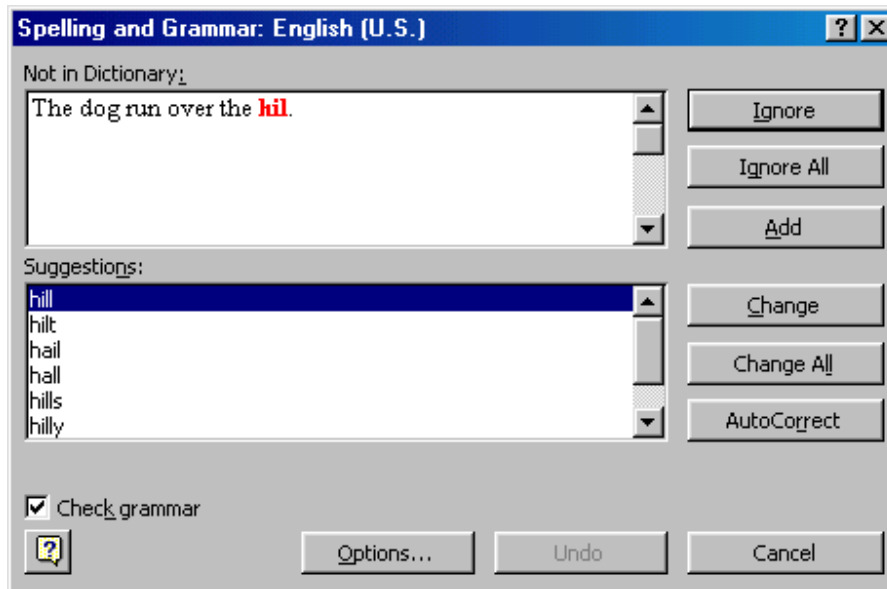
Word will automatically check for spelling and grammar errors as you type unless you turn this feature off. Spelling errors are noted in the document with a red underline. Grammar errors are indicated by a green underline. To disable this feature, select Tools|Options from the menu bar and click the Spelling and Grammar tab on the dialog box. Uncheck "Check spelling as you type" and "Check grammar as you type", and click OK.

To use the spelling and grammar checker, follow these steps:

Select Tools|Spelling and Grammar from the menu bar.

The Spelling and Grammar dialog box will notify you of the first mistake in the document and misspelled words will be highlighted in red.

NOTE: DO NOT RELY ON THIS. PROOF READ ALL WORK.



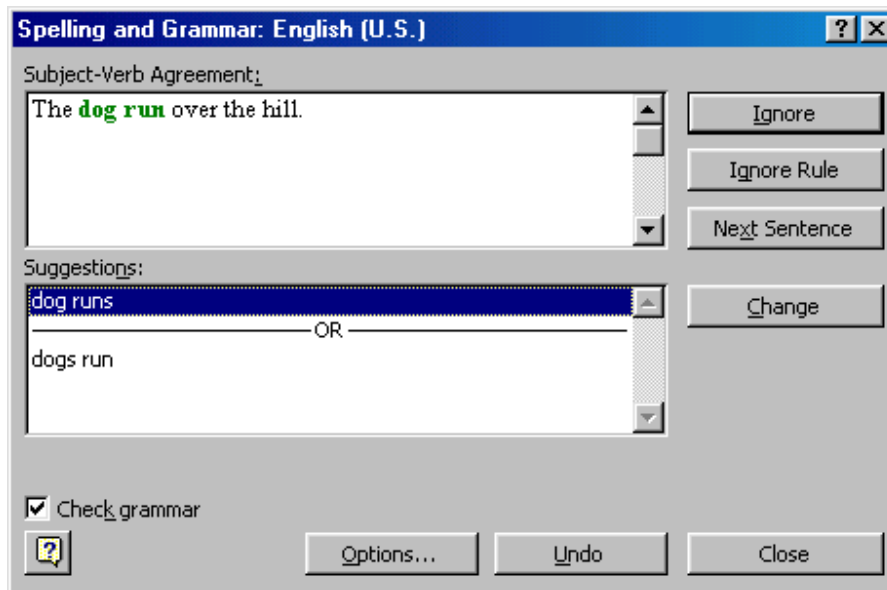
If the word is spelled correctly, click the Ignore button or click the Ignore All button if the word appears more than once in the document.

If the word is spelled incorrectly, choose one of the suggested spellings in the Suggestions box and click the Change button or Change All button to correct all occurrences of the word in the document. If the correct spelling is not suggested, enter the correct spelling in the Not In Dictionary box and click the Change button.

If the word is spelled correctly and will appear in many documents you type (such as your name), click the Add button to add the word to the dictionary so it will no longer appear as a misspelled word.

As long as the Check Grammar box is checked in the Spelling and Grammar dialog box, Word will check the grammar of the document in addition to the spelling. If you do not want the grammar checked, remove the checkmark from this box. Otherwise, follow these steps for correcting grammar:

If Word finds a grammar mistake, it will be shown in the box as the spelling errors. The mistake is highlighted in green text.



Several suggestions may be given in the Suggestions box. Select the correction that best applies and click Change.  
If no correction is needed (Word is often wrong more than it is right), click the Ignore button.

## All Shortcuts

This list shows only the most common keyboard shortcuts. To print a list of all the shortcuts in Word, follow these steps:

Select Tools|Macro|Macros from the menu bar.

From the Macros In drop-down menu, select Word Commands.

Select ListCommands from the macro listing.

Click the Run button.

Choose Current Menu and Keyboard Settings from the popup window and click OK.

Word will automatically open a new document containing a table of keystrokes.

Print the document.

Note: A plus sign indicates that the keys need to be pressed at the same time.

Action	Keystroke	Action	Keystroke
--------	-----------	--------	-----------

Document actions	
Open a file	CTRL+O
New file	CTRL+N
Close a file	CTRL+W
Save As	F12
Save	CTRL+S or SHIFT+F12
Print Preview	CTRL+F2
Print	CTRL+P
Show/Hide paragraph symbols	CTRL+*
Spelling and grammar	F7
Help	F1
Find	CTRL+F
Replace	CTRL+H
Go To	CTRL+G

Cursor movement	
Select all - entire document	CTRL+A
Select from cursor to beginning of line	SHIFT+Home
Select from cursor to end of line	SHIFT+END
Go to beginning of line	HOME

Text Style	
Font face	CTRL+SHIFT+F
Font size	CTRL+SHIFT+P
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Double underline	CTRL+SHIFT+D
Word underline	CTRL+SHIFT+W
All caps	CTRL+SHIFT+A
Change case	SHIFT+F3
Subscript	CTRL+=
Superscript	CTRL+SHIFT+=
Make web hyperlink	CTRL+K

Tables	
Go to next cell	Tab
Go to previous cell	SHIFT+Tab
Go to beginning of column	ALT+PageUp
Highlight to beginning of column	ALT+SHIFT+PageUp

Go to end of line	END
Go to beginning of document	CTRL+Home
Go to end of document	CTRL+End

Formatting	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Format painter	CTRL+SHIFT+C
Left alignment	CTRL+L
Center alignment	CTRL+E
Right alignment	CTRL+R
Justified	CTRL+J
Delete previous word	CTRL+Backspace
Apply bulleted list	CTRL+SHIFT+L
Indent	CTRL+M
Page break	CTRL+Enter

Go to end of column	ALT+PageDown
Highlight to end of column	ALT+SHIFT+PageDown
Go to beginning of row	ALT+Home
Highlight to beginning of row	ALT+SHIFT+Home
Go to end of row	ALT+End
Highlight to end of row	ALT+SHIFT+End
Column break	CTRL+SHIFT+Enter

Miscellaneous	
Copyright symbol - ©	ALT+CTRL+C
Date field	ALT+SHIFT+D
Go to footnotes	ALT+CTRL+F
Show/Hide ¶	CTRL+SHIFT+8
Thesaurus	SHIFT+F7