

Introduction to Microsoft Word 2000



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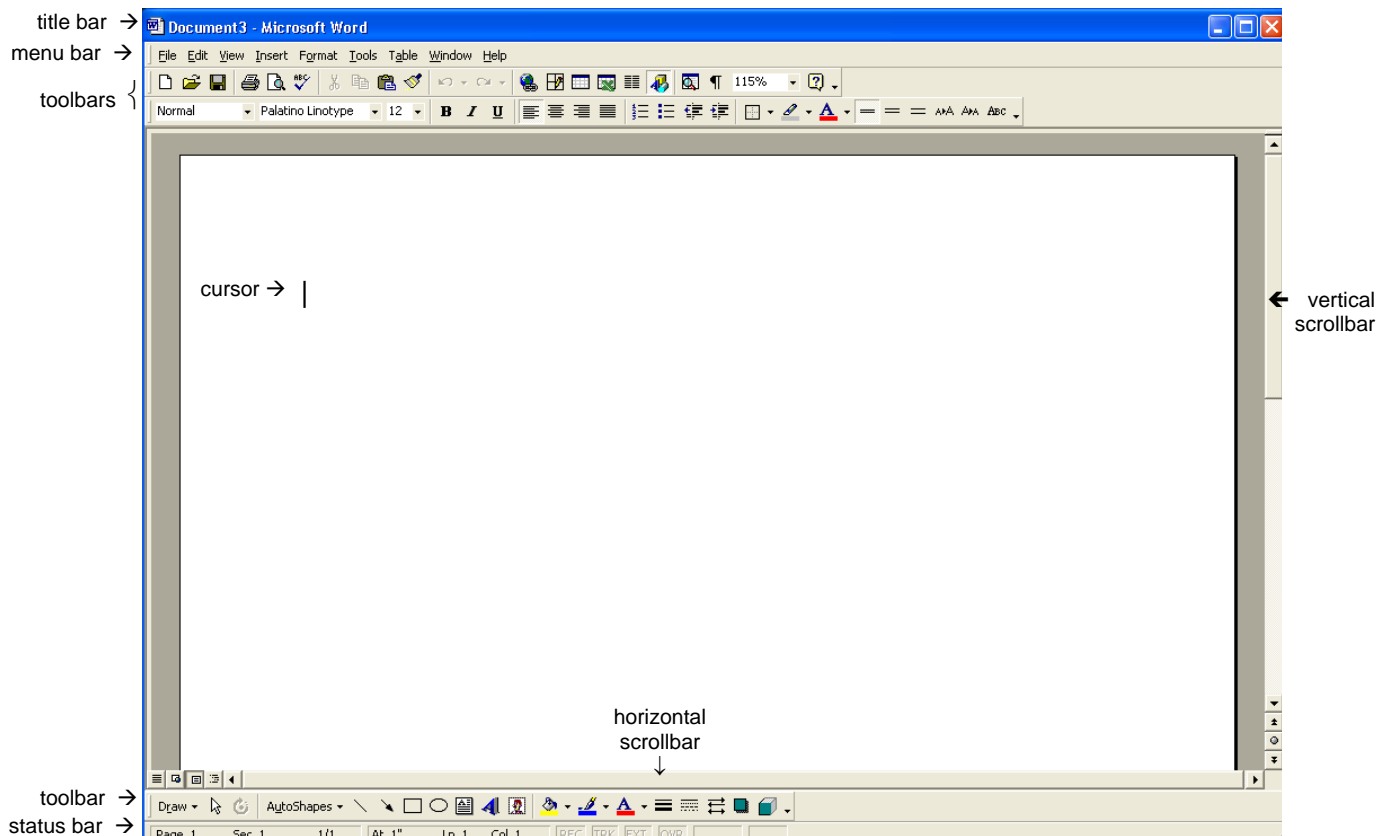
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INTRODUCTION TO MICROSOFT WORD 2000

To access Microsoft Word 2000:

- Double-click on the **Microsoft Word** icon.

You'll arrive at the editing screen.



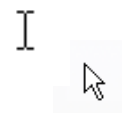
About the editing screen in Microsoft Word:

The blinking insertion point, or *cursor*:

- Located in the upper left portion of the typing area.
- Indicates where text will be inserted.

The **pointer**:

- It moves on-screen in the direction you move your mouse.
- When pointed at text, the pointer assumes the shape of an **I-beam**.
- When pointed outside of the text area, the pointer becomes an **arrow**.



The **horizontal and vertical scroll bars**:

- Located to the right and beneath the typing area.
- Lets you view portions of your document not currently displayed on-screen.

The **title bar**:

- Located across the top of the screen.
- Displays the program title as well as the filename you assign your document upon saving it.

The **menu bar**:

- Located beneath the title bar. (Displays *File, Edit*, etc.)
- Provides access to all of the program's functions.

Toolbars:

- Located in one or more rows beneath the menu bar and/or at the bottom of the screen.
- The **buttons** they display offer shortcuts for carrying out a number of functions, such as printing and saving your document.
- Their appearance is optional--toolbars can be displayed or hidden using the View menu--so you may or may not see them on your screen.

The **document status line**:

- Located at the bottom of the screen.
- The status line identifies the current position of the cursor in your document (page number, line number, etc.).

Customizing the Word screen:

To make the typing area easier to work in:

- Choose **View** from the menu bar.
- Choose **Print Layout**.
- Choose **View** from the menu bar.
- Choose **Zoom...**
- Select **Page width** from the **Zoom to** list and click **OK**.

The area you are typing on should resemble a piece of paper, and the entire width of your text should fit within the screen.

To hide/restore toolbars:

- Choose **View** from the menu bar.
- Choose **Toolbars...**

- Hide a toolbar by clicking on the check-marked toolbar listing. (This de-selects it.)
- Restore a toolbar to the screen by clicking on toolbar listing. (This selects it.)

If you are new to word processing programs:

- As text reaches the right margin, the cursor automatically wraps around to the next line. Words that are too long to fit at the end of the line are brought down to the next one. *You don't have to press Enter at the end of every line!*
- When the bottom of the page is reached, the program automatically takes you to the next page, with no disruption in your typing.

Retrieving a file:

- Choose **File** from the menu bar.
- Choose **Open**.
- Click on the down arrow by the **Look In** window.
- Select the drive/directory where you saved the file.

A list of files appears in the window below.

- Click once on your file.
- Click **Open**.

☞NOTE: To convert a file from a prior version of Word, you must:

- Click on the down arrow by the **Files of Type** window in the **Open** menu.
- Click on **All Files**.
- Every file on the drive/directory you've specified will appear for you to choose from.
- Click on the file.
- Click **Open**.

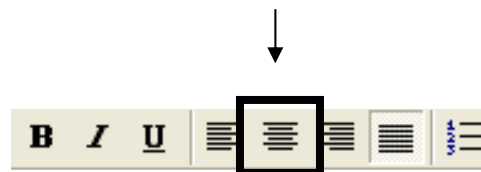
Formatting Text As You Type:

To **center** text:

- Click on the **Center** icon.
- Type the text you want to be centered.

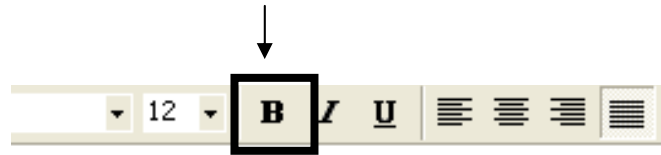
When done centering text,

- Make sure your cursor is on a new line of text.
- Click on a different alignment icon.



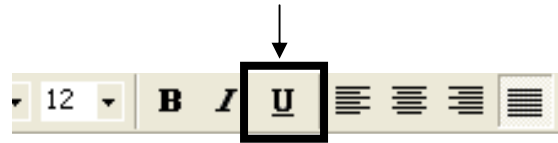
To **boldface** text:

- Click on the **B** icon.
- Type the text you want boldfaced.
- To stop typing in boldface, click again on the **B** icon.



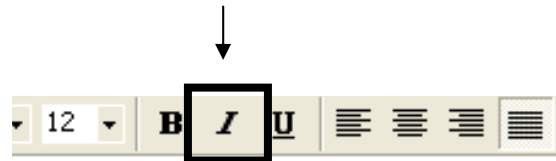
To **underline** text:

- Click on the **U** icon.
- Type the text you want underlined.
- To turn off underlining, click again on the **U** icon.



To **italicize** text:

- Click on the **I** icon.
- Type the text you want italicized.
- To turn off italics, click again on the **I** icon.

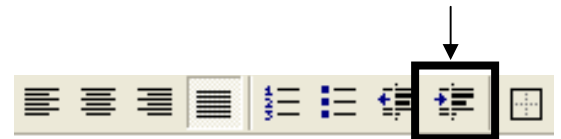


To **indent** a line of text:

- Press the **Tab** key.

To **indent** a section of text,

- Click on the **Increase Indent** button from the **Formatting** toolbar.



When done indenting,

- Make sure your cursor is on a new line.
- Click on the **Decrease Indent** button on the formatting toolbar.



☞ *If these buttons do not appear on your screen:*

- Choose **View** from the menu bar.
- Choose **Toolbars...**
- Click on **Formatting**.
- Click OK.

Highlighting (selecting) text:

- Position the mouse in front of the text you want to highlight.
- Click and *hold down* the left mouse button at that spot.
- Drag the mouse across the text (and down if more than one line is to be highlighted) until all the text has been highlighted. (If you drag too far, simply move backwards until the unwanted part of the highlight disappears.)

- Let go of the mouse. The text is blackened, indicating that you have highlighted it.

Using the Selection Bar to Highlight Text:

To highlight a single line of text:

- Position the mouse in the white space to the left of the line you want to highlight. (The mouse should look like a pointer, pointing at the line of text.)
- Click once with the mouse.

To highlight a paragraph of text:

- Position the mouse in the white space to the left of the paragraph you want to highlight. (The mouse should look like a pointer, pointing at the paragraph.)
- Click once with the mouse.

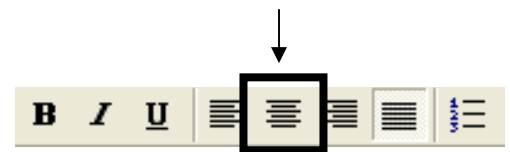
To highlight the entire document:

- Position the mouse in the white space to the left of the document. (The mouse should look like a pointer, pointing at the text.)
- Click once with the mouse.

Formatting Text You've Already Typed:

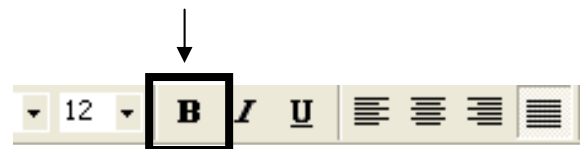
To center text:

- Highlight the segment of text.
- Click on the **Center** icon.



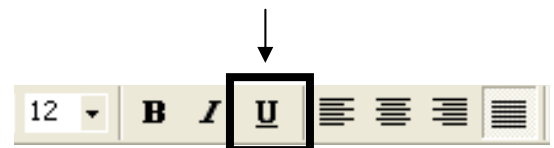
To boldface text:

- Highlight the segment of text.
- Click on the **Bold** icon.



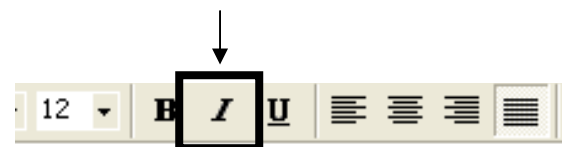
To underline text:

- Highlight the segment of text.
- Click on the **Underline** icon.



To italicize text:

- Highlight the segment of text.
- Click on the **Italics** icon.

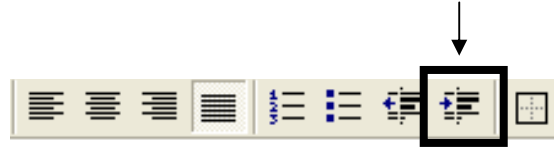


To **indent** a line of text:

- Position the blinking cursor in front of the line of text.
- Press the **Tab** key.

To **indent** a section of text,

- Highlight the section of text you want indented.
- Click on the **Increase Indent** button from the **Formatting** toolbar.



☞ *If these buttons do not appear on your screen:*

- Choose **View** from the menu bar.
- Choose **Toolbars...**
- Click on **Formatting**.
- Click **OK**.

Deleting/Inserting text:

To **delete** material:

- Highlight the segment of text.
- Press the **Delete** key on the keyboard.

☞ *To delete very small amounts of text:*

- Position the cursor to the left of the text you want deleted and click once.
- Press the **Delete** key to delete the unwanted text.

OR

- Position the cursor to the right of the text you want deleted and click once.
- Press the **Backspace** key to delete the unwanted text.

The **Undo** function:

To cancel (undo) your most recent action, such as an accidental text deletion:

- Choose **Edit** from the menu bar.
- Choose **Undo...**

To **insert** material:

- Position the cursor exactly where you want to insert text and click once.
- Type the additional text. (Surrounding text will automatically adjust.)

Moving text in a document:

- Highlight the portion of text you intend to move.
- Choose **Edit** from the menu bar.
- Select **Cut**. (Your text will disappear from the screen.)
- Position the cursor at the new insertion point and click once.
- Choose **Edit** from the menu bar.
- Select **Paste** to insert the text.

Using Drag-and Drop to Move Text:

To move text short distances in your document:

- Highlight the section of text.
- Position the mouse anywhere inside the highlighted area.
- Click and **hold down** the mouse. (A shadow of a cursor appears above and to the left of the pointer tip.)
- Drag the mouse pointer to the new insertion point, making sure to position the shadowy cursor exactly where you intend to paste the text block.
- Let go of the mouse button.

Changing the font and font size:

To change the font and size of text that you've already typed:

- Highlight your text first using the mouse.
- Choose **Format** from the menu bar.
- Choose **Font**.
- Scroll through the list of fonts under the **Font** heading.
- Click once on a font name to sample it in the **Preview** window at the bottom of the menu.

Once you have found a suitable font,

- Scroll through the list of font sizes in the **Size** window.
- Click once on a size to preview it in the **Preview** window at the bottom of the menu.

or

- You can enter a size by clicking inside the size window, deleting the current size, and typing your own number.

When you have made all your changes:

- Click **OK**.
- Click anywhere outside and to the right of the highlighted area to turn off the highlighter.

☞ If you haven't typed your text yet:

- Position your cursor where you want to begin typing.

- Choose **Format** from the menu bar.
- Choose **Font**.
- Scroll through the list of fonts in the **Font** window.
- Click once on a font name to sample it in the **Preview** window at the bottom of the menu.

Once you have found a suitable font,

- Scroll through the list of font sizes in the **Size** window.
- Click once on a size to preview it in the **Preview** window at the bottom of the menu.

or

- You can enter a size by clicking inside the size window, deleting the current size, and typing your own number.

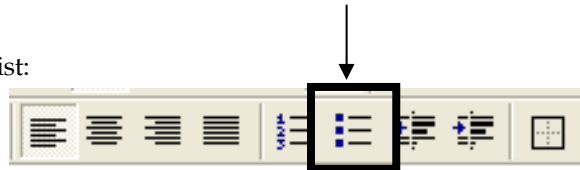
When you have made all your changes:

- Click **OK**.

Creating a bulleted list:

At the point where you want to insert your bulleted list:

- Click on the **Bullets** icon.
- Type your list.
- Press Enter after your last bulleted item.
- Click again on the **Bullets** icon to turn the feature off.



To indent part of a bulleted list:

- Press the **Tab** key.
- Type your indented list.
- Press Enter after the last item.
- Press **Shift-Tab** to “un-indent.”

To format your bullets:

- Highlight the bulleted list.
- Choose **Format** from the menu bar.
- Choose **Bullets and Numbering...**
- Select a bullet style from the choices provided and click **OK**.

Creating a numbered list:

At the point where you want to insert your numbered list:



- Click on the **Numbering** icon.
- Type your list.
- Press Enter after your last numbered item.
- Click again on the **Numbering** icon to turn the feature off.

To indent part of a numbered list:

- Press the **Tab** key.
- Type your indented list.
- Press Enter after the last item.
- Press **Shift-Tab** to “un-indent.”

To format your numbers:

- Highlight the numbered list.
- Choose **Format** from the menu bar.
- Choose **Bullets and Numbering...**
- Select a numbering style from the choices provided and click OK.

Adding page numbers:

(To start page numbering with 1 on the second page—such as after a title page--see below*)

- Choose **Insert** from the menu bar.
- Choose **Page Numbers**.
- If desired, change the default page number position and/or alignment (displayed in the **Preview** window of the menu). To do so:
 - Click in the down arrow by the **position** and/or **alignment** window(s) to select an alternate page number placement.
- Click **OK**.

*To start page numbering with 1 on the second page, such as after a title page:

- Position cursor at the end of the first page.
- Choose **Insert** from the menu bar.
- Choose **Break...**
- Choose **Next Page**.

- Click **OK**.
- Move cursor to the second page, after the break.
- Choose **View** from the menu bar.
- Choose **Header and Footer**.

A **Header and Footer** toolbar will pop up on-screen.

- If you want page numbers on the bottom of the page, click on the **Switch**

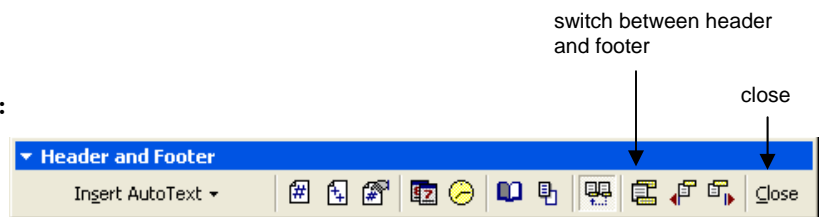
Between Header and Footer icon (the fourth icon from the right on the toolbar.)



- On the **Header and Footer** toolbar, click on the **Same as Previous** icon (the fifth icon from the right on the toolbar) so that it is turned *off*.
- Click **Close** on the **Header and Footer** toolbar.
- Choose **Insert** on the menu bar.
- Choose **Page Numbers**.
- Choose an alignment from the **Alignment** menu.
- Choose **Format**.
- Click on the **Start at** option in the **Page Number Format** section of the menu.
- In the **Start at** window, type a **1**.
- Click **OK** to exit the **Page Number Format** menu.
- Click **OK** to exit the **Page Numbers** menu.

To change the font of page numbering, if necessary:

- Choose **View** from the menu bar.
- Choose **Header and Footer**.



The Header and Footer areas are defined on-screen by non-printing dashed lines.

- If your page numbers are on the bottom of the page, click on the **Switch Between Header and Footer** icon (the fourth icon from the right on the toolbar.)
- Click once directly on the page number so that a fuzzy box surrounds it.
- Choose **Edit** from the menu bar.
- Choose **Select All**. This highlights the page number.
- Choose **Format** from the menu bar.
- Choose **Font**.
- Make changes to the font and click **OK**.

- This will change the font for all your page numbers.
- Click on the **Close** button on the **Header and Footer** toolbar.

Adding footnotes/endnotes:

NOTE: You must be in **Print Layout** view (under **View** on the Menu Bar).

- Click where you plan to insert the note reference mark (the superscript number that appears by text to which you are adding the footnote/endnote), if your cursor is not already there.
- Choose **Insert** from the Menu Bar.
- Choose **Footnote**.
- Select either **Footnote** (appears at the bottom of the page) or **Endnote** (appears at the end of the document).
- Click **OK**.

MS Word inserts the note reference mark at the position of the cursor and then takes you to the spot where you will type your footnote/endnote.

- Type the footnote/endnote.
- Scroll back up to your place in document and continue typing.

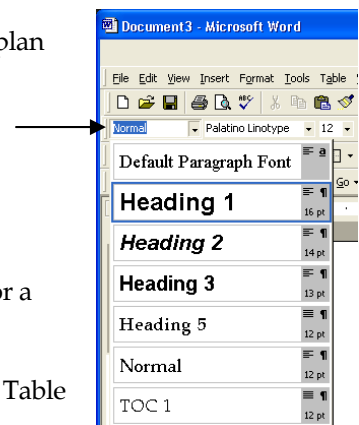
Inserting a table of contents:

First, you need to apply **Heading Styles** to the headings of your document that you plan to include in the Table of Contents. To do this:

- Highlight the heading.
- Click on the down arrow by the **Style** window.
- Select one of the **Heading** options from the drop-down list. If you are including multiple-level entries in your Table of Contents, you might choose **Heading 1** for a first-level entry, **Heading 2** for a second-level entry, and so on.

Once you've finished applying styles to all your headings, you are ready to insert the Table of Contents.

- Position your cursor and click where you plan to insert the Table of Contents.
- Choose **Insert** from the Menu Bar.
- Choose **Index and Tables**.
- Click on the **Table of Contents** tab.
- Adjust the number of levels you intend to display in the **Show levels** window.
- If you like, click on the down arrow by the **Formats** window to select formatting schemes for your Table of Contents other than the default, **From template**.
- Click **OK** when done.



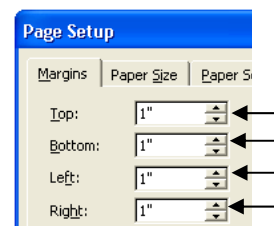
To update a Table of Contents after you've made changes to the document that affect page numbering and the headings to be included:

Click to the left of the Table of Contents.

Press **F9**.

Changing page margins:

- Choose **File** from the menu bar.
- Choose **Page Setup**.
- With the **Margins** dialog box in view, adjust any or all margins by scrolling with the up or down arrows by each of the four margins windows.

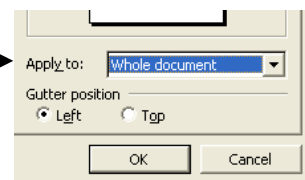


Check the **Apply to** window to see if **Whole Document** is selected. If it isn't:

-Click on the down arrow by that window.

-Click on **Whole Document**.

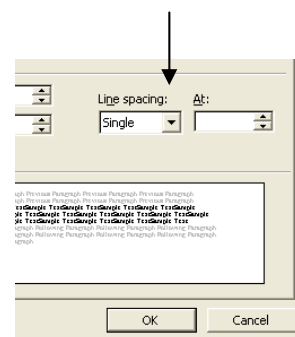
- Click **OK**.



Changing the line spacing:

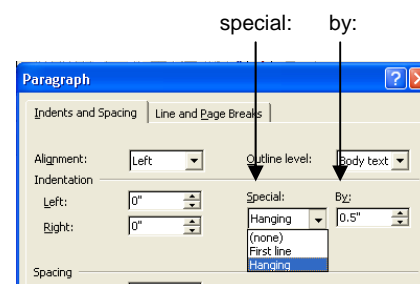
If you've already typed the text whose line spacing you want to adjust, highlight the text first.

- Choose **Format** from the menu bar.
- Choose **Paragraph...**
- Find the **Line Spacing** window and click on the down arrow beside it.
- Choose a different line spacing option, such as 1.5 lines or double.
- Click **OK**.



Creating a hanging indent:

- Choose **Format** on the Menu Bar.
- Choose **Paragraph**.
- Click on the **Indents and Spacing** tab, if it is not currently displaying.
- Click on the down arrow by the **Special** window.
- Select **Hanging**.
- Select how far to indent using the up/down arrows in the **By** window.
- Click **OK** when done.



Spell-checking your document:

- Choose **Tools** from the menu bar.
- Choose **Spelling...**
- MS Word stops at the first misspelled (or unrecognized) word, if any. Here, you can:

1. Scroll through the **Suggestions** list and click on the correct spelling

OR

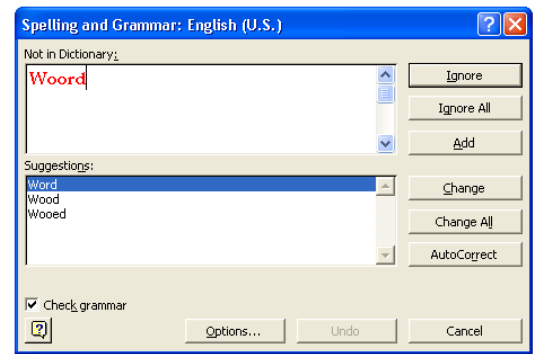
1a. Type your own correction in the **Change To** box.

2. Then click on **Change** or **Change All** (instances of that misspelling). The word's spelling is automatically corrected.

OR:

1. Choose **Ignore** or **Ignore All** (instances of that spelling) if the word is correctly spelled.

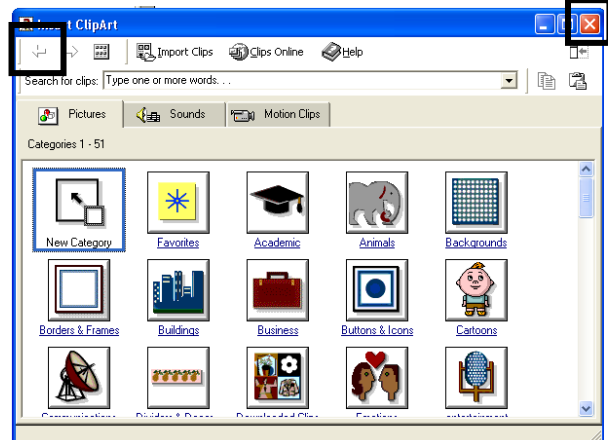
- When the Spell-check is complete, you are prompted to **Click OK**.



Adding Clip-Art to your document

- Position the cursor where you plan to insert the Clip-Art image and click once.
- Choose **Insert**.
- Choose **Picture**.
- Select **Clip-Art**.
- Scroll through the list of Clip-Art categories.
- Click on a category to select it.
- Next, scroll through the pictures in that category. (If you need to return to the list of Clip-Art categories in order to select a different category, click on the back button in the upper left corner of the Clip-Art window.)
- Click on an image to select it.
- From the pop-up menu, click on the **Insert** button.
- Click on the x in the upper right corner of the Clip-Art window to close it.

back button →



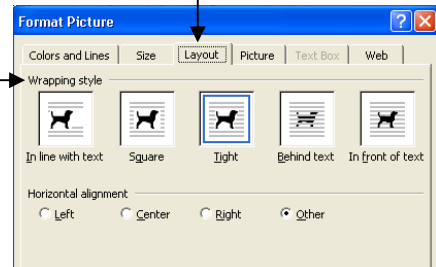
← insert button

To resize the image:

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

Wrapping text around your graphic:

- Click on the right mouse button anywhere inside the image.
- From the pop-up menu, choose **Format Picture...**
- Click on the **Layout** tab.
- Select a wrapping style from the list and click **OK**.



Using Microsoft ClipGallery Live

Microsoft's web site offers an enormous gallery of clip-art that you can use to supplement the images in Microsoft Word's clip-art gallery. Access to Netscape is required on the computer you are using.

- Position the cursor where you intend to insert a graphic and click once.
- Choose **Insert** from the menu bar.
- Choose **Picture**.
- Choose **Clip Art...**
- At the top of the Clip-Art window, click on the **Clips Online** button. This connects you to Microsoft's web-based clip-art gallery.



NOTE: Microsoft Clip Gallery Live should launch automatically. If it does not,

- Open **Netscape** and enter the following web address: <http://dgl.microsoft.com/>
- Enter a keyword in the **Search for:** window and press Enter.

A series of thumbnail-sized images appears to the right.

NOTE: If you get the message *"There were no clips found matching your request..."*, try typing in a different—and possibly broader—keyword in the **Search for** window.

To preview the clip-art at a larger size:

- Simply click once on an image and it will appear in a larger size on the left side of the screen.

To select an image for downloading into the regular Microsoft Word clip-art gallery:

- Click in the box beneath the image.
- Repeat for any other images you'd like to download.

NOTE: If more images are available than currently appear on-screen, a pair of right-facing, blue arrows will appear above the top right thumbnail image on the screen. If you click on those arrows a new screenful of images will appear, available for downloading. Repeat steps to preview and to select images for downloading, and look for arrows indicating additional screens of images to view.

Once you've highlighted all the images you plan to download,

- Click on the **Download Clips** prompt above the top left image on the screen.
- Click on the **Download Now!** prompt on the following screen.

When prompted to choose between opening or saving the image(s):

- Choose **Open it** and click OK.

The images are automatically added to your computer's standard Microsoft Word clip-art gallery. The gallery should appear at the front of your screen and you can either close it out or find your image by choosing (**Downloaded Clips**) from the **Category** list.

NOTE: When you return to Microsoft Word, the web-based clip-art gallery minimizes to a button on the status bar. It doesn't actually close out until you formally exit Netscape.

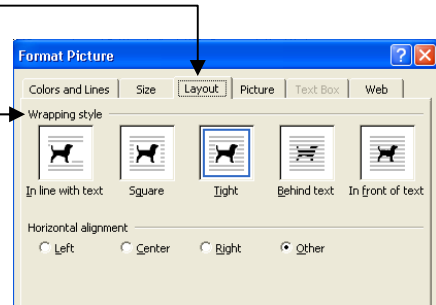
When you access the clip-art gallery in Microsoft Word, the images from the Web gallery will appear under the category listing called **Downloaded clips**. Images will also be automatically inserted into all appropriate categories in the category list.

To resize:

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

Wrapping text around your graphic:

- Click on the right mouse button anywhere inside the image.
- From the pop-up menu, choose **Format Picture...**
- Click on the **Layout** tab.
- Select a wrapping style from the list and click **OK**.



Importing an Image from the World-Wide Web

If you find an image on the Web that you want to include in your document,

At the website:

- Position the mouse on the image and click on it with the **right** mouse button.
- Choose **Save Image As...** from the pop-up menu. (Use your **left** mouse button this time!)
- Select the drive to which you intend to save the image from the **Save In** window.
- If you wish, you can overwrite the given filename listed in the **File name** window, or you can stick with the given file name already assigned to the image.
- Click on **Save**.

In Microsoft Word:

- Position the cursor where you intend to insert the graphic and click once.
- Choose **Insert** from the menu bar.
- Choose **Picture**.
- Choose **From File...**
- Access the drive to which you saved the image, using the **Look in** window.
- Click once on the file and click **Insert**.

To resize:

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

- Choose **Edit** from the menu bar.
- Choose **Undo Crop Picture**.

Inserting a Scanned Image

If you've scanned and saved an image from a page that you'd like to include in your document,

In Microsoft Word:

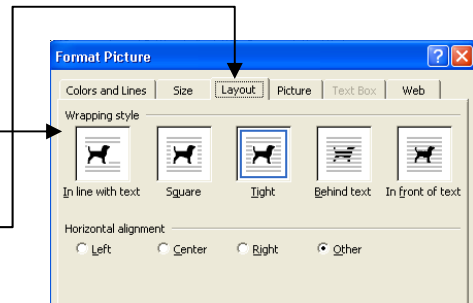
- Position the cursor where you intend to insert the graphic and click once.
- Choose **Insert** from the menu bar.
- Choose **From File...**
- Access the drive to which you saved the image, using the **Look in** window.
- Click once on the image and click **Insert**.

To resize:

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

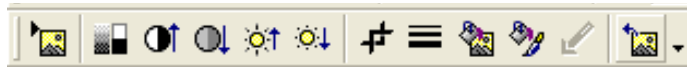
Wrapping text around your graphic:

- Click on the right mouse button anywhere inside the image.
- From the pop-up menu, choose **Format Picture...**
- Click on the **Layout** tab.
- Select a wrapping style from the list and click **OK**.



Adjusting Images Using the Picture Toolbar

- The **Picture** toolbar pops up when an image is highlighted (has handles around it). Click once on the image if no handles appear.



NOTE: If the **Picture** toolbar does not appear,

- Choose **View** from the menu bar.
- Choose **Toolbars**.
- Choose **Picture**.

The **Picture** toolbar allows you to crop your image, and to adjust image contrast, brightness, etc.

- Place the mouse pointer tip over the various icons and a description box appears, identifying each one.

Some common **Picture** toolbar tasks:

To create a watermark effect:

- Click on the **Image Control** icon on the **Picture** toolbar.
- Select **Watermark** from the pop-up menu.



To crop the image:

- Click on the **Crop** icon on the **Picture** toolbar.
- Position the mouse pointer tip over any of the handles. The mouse pointer changes to the shape of a **Crop** tool.
- Hold down the mouse and drag it. An outline of your image changes as you slide the mouse, so that you can see what portion is being cropped.
- Release the mouse button when finished cropping.
- To turn off the **Crop** tool, click again on the **Crop** icon.



NOTE: You can undo any cropping mistakes immediately afterward.

- Choose **Edit** from the menu bar.
- Choose **Undo Crop Picture**.

Saving your document:

- Choose **File** from the menu bar.
- Choose **Save**.
- Click on the down arrow by the **Save In** window.
- Choose the drive or directory where you intend to save your file.
- Next, click in the **Filename** window.
- Enter a filename for the document.

NOTE: If you've brought up a file that is not currently a Word 2000 document, and you'd like to convert it,

- Click on the down arrow by the **Save as type** window.
- Choose **Word document** from the list.
- Click **Save**.

Resaving your document:

- Choose **File** from the menu bar.
- Choose **Save**. (Your document will automatically be resaved, with no further prompts.)

Save vs. Save As:

Choosing **Save As** from the **File** menu *always* brings up the **Save** menu, so that you can make changes to the filename or to the drive you want to save to. Choosing **Save** only calls up the **Save** menu for the *initial* save. Subsequent changes are updated automatically when you choose **Save**.

Print Preview:

To see exactly what your document will look like when printed:

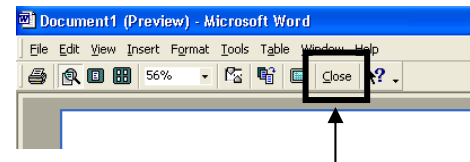
- Choose **File** from the menu bar.
- Choose **Print Preview**.

When positioned over your text, the mouse pointer assumes the shape of a magnifying glass, with either a + or - sign inside it. To zoom in or out of your text,

- Point to your text and click.

To restore the original magnification,

- Point to your text and click again.
- When done previewing the document, click on the **Close** button.



Printing your document:

- Choose **File** from the menu bar.
- Choose **Print**.
- Click OK.

To close your document (without exiting the program):

- Choose **Close**.

-If your most recent changes to the document have not been saved:

- You'll first be asked if you want to resave.

Getting Online Help:

To look up a topic:

- Choose **Help** from the menu bar.
- Choose **Microsoft Word Help**.
- Type in your topic and choose **Search**.

- Click on a sub-topic from the list that appears.
- You'll see a **description box** explaining the topic.
- Click on the x in the upper right corner when done.

To exit Microsoft Word:

- Choose **File** from the menu bar.
- Choose **Exit**.

-If your most recent changes to the document have not been saved:

- You'll first be asked if you want to resave.

(6/27/03)