

**Word 2000 Introduction**  
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# INTRODUCTION

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# Word 2000



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# Introduction






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This in-house course has been developed to increase your knowledge of popular applications software and to provide you with the skills to accomplish your day-to-day work activities more efficiently. The design of the course is based on the assumption that you have completed the course prerequisites.

This manual has been compiled to support and to enhance the instructor's lecture during class as well as to serve as your personal reference when you return to your office.

## Manual Conventions

Throughout this manual reference is made to various components of the software. Command buttons, menus, and menu options appear in boldface type, for example, **OK** and **File**. Keystrokes appear in boldface italic type, for example, ***Ctrl + V*** and ***Enter***. When possible, the words *select* and *choose* have been used in this manual to allow you the option of using either the mouse or keyboard.

For your assistance, ample space along the left margin has been provided to allow room for notes relevant to the topic discussed. We also include notes of importance () , mouse-based shortcuts () , keyboard shortcuts () , cautionary notes () , and work notes () .



# Course Objectives

*After this course, you will have the skills necessary to:*

- ✓ *Understand the Word 2000 interface.*
- ✓ *Create and save documents.*
- ✓ *Edit a document.*
- ✓ *Format a document using font, paragraph, and page formatting options.*
- ✓ *Use templates, forms, and macros and apply styles.*
- ✓ *Manage views and navigate through documents.*



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# Getting Started with Word 2000

*In this lesson, you will learn the skills necessary to:*

- ✓ *Launch Word 2000.*
- ✓ *Recognize the components of the Word 2000 interface.*
- ✓ *Recognize menus, toolbars, shortcut menus, and status bar options.*

# Understanding the Word 2000 Interface

Word 2000 is a powerful word processing program that lets you produce a variety of professional-looking documents, such as letters, memos, and reports. Although Word 2000 is a sophisticated program with many advanced capabilities, this introductory course will focus on some of the fundamental features common to all word processing programs:

- Creating and editing a document on screen
- Formatting the text
- Printing copies of the document
- Saving the document as a file for later use

Because of the consistency of applications in the Windows environment, Word 2000 has the same look and feel as many other Windows applications, such as Excel, and has a similar look and feel to the previous version of Word. Many of the menu options and toolbars are similar to these applications.

## How to Open Word 2000

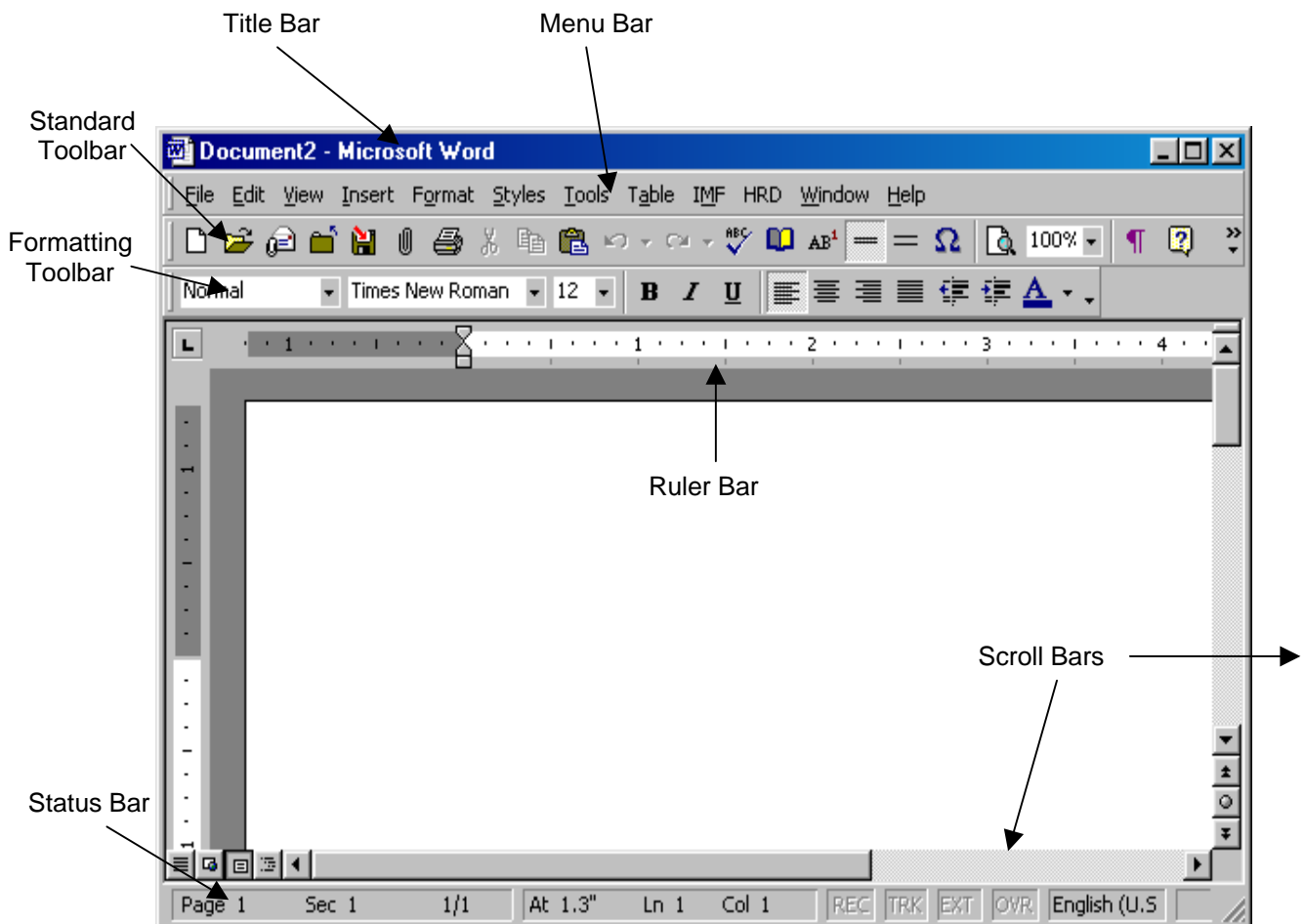
Step 1. From the **Desktop**, double-click the **Microsoft Word** icon.



Word 2000 can also be launched through the **Start | Programs** menu option on the Taskbar.

# Components of the Word 2000 Interface



The interface in Word 2000 is similar to other Windows applications such as Excel, PowerPoint, and WordPerfect. All Windows applications contain menu bars, toolbars, shortcut menus, and status bars as detailed in the following diagram.



## Components of the Word 2000 Interface

Item	Description
<b>Title Bar</b>	Displays the file and application name.
<b>Menu Bar</b>	Includes standard Windows menu options as well as customized menus, such as <i>Styles</i> . Each menu contains a pull-down list of commands, grouped by function.
<b>Standard Toolbar</b>	Contains a number of buttons to activate various options.
<b>Formatting Toolbar</b>	Contains buttons used for formatting text, such as font or paragraph alignment.
<b>Ruler Bar</b>	Provides a visual way to control tabs, paragraph indents, and margins.
<b>Status Bar</b>	Displays current page number, and cursor position, and other features.
<b>Scroll Bars</b>	Allows forward or backward movement through the document.



The  buttons to the right of a toolbar signify that additional options are available but cannot be displayed on screen. To view a drop-down list of the hidden options, click on .

# Identifying Components of the Standard Toolbar

The **Standard** toolbar provides shortcuts to basic file management and editing tools.



Button	Description
<b>New</b>	Opens a new blank document.
<b>Open</b>	Accesses the Open file or Recently Edited Documents dialog box.
<b>Send to Mail Recipient</b>	Attaches the open document to an Outlook mail message.
<b>Close</b>	Closes the active file.
<b>Save As</b>	Prompts you to save the document using a different filename or to a different location.
<b>Insert File</b>	Inserts another file into the active document.
<b>Print</b>	Sends the active document to the default printer.
<b>Cut</b>	Removes the selected object (text, table, image, etc.).
<b>Copy</b>	Duplicates the selected object (text, table, image, etc.).
<b>Paste</b>	Places the cut or copied object at the cursor location.
<b>Undo</b>	Undoes the last action.
<b>Redo</b>	Redoes the last undone action.
<b>Spelling</b>	Activates the spell check.
<b>Grammar</b>	Activates the grammar check.
<b>Thesaurus</b>	Activates the thesaurus.
<b>Format Painter</b>	Copies the formatting from the selected text so it can be applied to other text.
<b>Tables and Borders</b>	Activates the <i>Tables and Borders</i> toolbar.
<b>Insert Table</b>	Inserts a table into the document at the cursor location.
<b>Columns</b>	Creates columns in a document.
<b>Insert Symbol</b>	Activates the <i>Symbols/Special Characters</i> dialog box.
<b>Print Preview</b>	Previews the document before printing.
<b>Zoom</b>	Changes the zoom percentage of the document.
<b>Show/Hide ¶</b>	Displays non-printing characters such as spaces, tabs, paragraph markers, page breaks, section breaks, etc.

Button	Description
<b>Context Sensitive Help</b>	Allows you to view the help screen associated with the selected Word object.
<b>Microsoft Word Help</b>	Activates a help screen that allows you to search for information based on topics or keywords.



If you rest your mouse pointer over any button on a toolbar without clicking, a balloon tip similar to the following will display its label:



The **>>** buttons to the right of a toolbar signify that additional options are available but cannot be displayed on screen. To view a drop-down list of the hidden options, click on **>>**.



# Identifying Components of the Formatting Toolbar



The **Formatting** toolbar provides a fast way to format text. To apply formatting changes, select the desired text and then choose the appropriate option from the toolbar. The same process is used to remove formatting from selected text.



Button	Description
<b>Style</b>	Displays the style applied to the current paragraph and lists the styles associated with the template.
<b>Font</b>	Applies the chosen font to the currently selected block of text.
<b>Font Size</b>	Applies the chosen font size to the currently selected block of text.
<b>Bold</b>	Adds the <b>bold</b> characteristic to the currently selected block of text.
<b>Italic</b>	Adds the <i>italic</i> characteristic to the currently selected block of text.
<b>Underline</b>	Adds the <u>underline</u> characteristic to the currently selected block of text.
<b>Align Left</b>	Positions the currently selected block of text or paragraph(s) against the left margin (flush left).
<b>Center</b>	Positions the currently selected block of text or paragraph(s) between the left and right margins (centered).
<b>Align Right</b>	Positions the currently selected block of text or paragraph(s) against the right margin (flush right).
<b>Justify</b>	Positions the currently selected block of text or paragraph(s) flush against the left and right margins (justified).
<b>Numbered List</b>	You can add numbers to existing lines of text or you can create a numbered list automatically as you type.
<b>Bulleted List</b>	You can add bullets to existing lines of text or you can create a bulleted list automatically as you type.
<b>Decrease Indent</b>	Removes a 0.5" left indent from the selected paragraphs.
<b>Increase Indent</b>	Adds a 0.5" left indent to the selected paragraphs.
<b>Borders</b>	You can add borders to a table or individual table cell, and you can use shading to fill in the background of a table.
<b>Highlight</b>	Highlight important text.

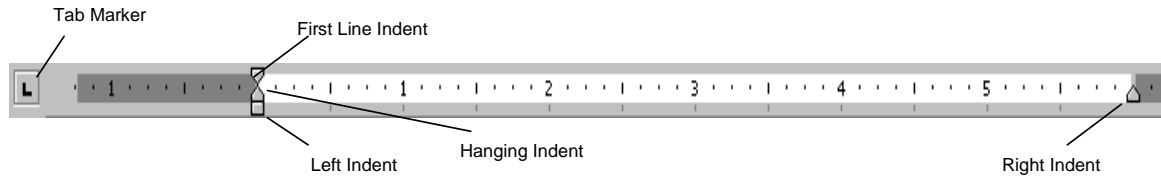
<b>Button</b>	<b>Description</b>
<b>Font Color</b>	Applies the chosen color to the currently selected block of text.



The  buttons to the right of a toolbar signify that additional options are available but cannot be displayed on screen. To view a drop-down list of the hidden options, click on .

# Identifying Components of the Ruler Bar

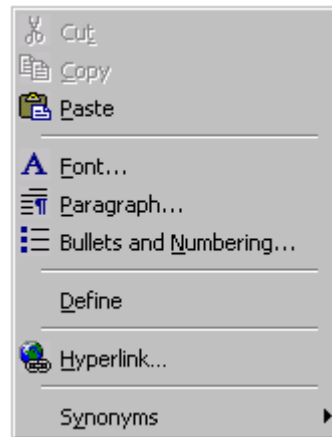
The **Ruler Bar** controls paragraph indents and tabs. Indent changes can be made by dragging the “hourglass” icon to the right or left. Tabs can be set by clicking on the ruler bar where the tab should be created. The default tabs are set every 0.5 inches, but do not display by default. Double-clicking on the Ruler Bar opens the **Page Setup** dialog box.



<b>Ruler Object</b>	<b>Description</b>
<b>Tab Marker</b>	Click to select among the different tab alignments and indent options: left tab, center tab, right tab, decimal tab, bar tab, first line indent, and hanging indent.
<b>First Line Indent</b>	Drag to set the indentation of the first line of a paragraph or multiple paragraphs.
<b>Hanging Indent</b>	Drag to set the indentation of the subsequent lines of a paragraph or multiple paragraphs, e.g., a bullet format.
<b>Left Indent</b>	Drag to set the left indent for the paragraph.
<b>Right Indent</b>	Drag to set the right indent for the paragraph.

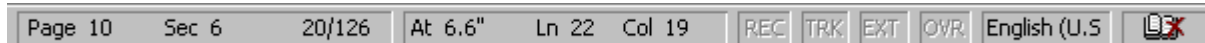
# Shortcut Menu


Word, as well as other Windows-based applications, has a **Shortcut menu** feature. Clicking the **right mouse button** on many objects in Word will display this menu, which lists commonly used options available for the object that you right-clicked. For example, if you right-click on text, the Shortcut menu will display text editing and formatting shortcuts (as shown below). If you right-click on a graphic or toolbar, different shortcut options will be displayed.



# Status Bar

The **Status Bar** is located at the bottom of your screen and displays information about where your cursor is currently located and whether certain features are turned on. The Status Bar can also be used to quickly activate certain features by double-clicking on that particular area of the bar.



Reference	Function
Page and cursor location information	Double-click to access the <b>Find and Replace</b> and <b>Go To</b> dialog boxes.
REC	Double-click to open the <b>Record Macro</b> dialog box to begin creating a macro or to stop recording a macro.
TRK	Double-click to turn on or off the <b>Track Changes</b> feature.
EXT	Double-click to extend the current selection. Double-click again to turn off the extended selection feature.
OVR	Double-click to turn on or off the typeover mode.
English (U.S.)	Double-click to specify a change in language within a document.
	Double-click to jump to the next misspelled word in a document.



# Working with Files and Documents

*In this lesson, you will learn the skills necessary to:*

- ✓ *Create and save new files.*
- ✓ *View documents.*
- ✓ *Open existing files.*
- ✓ *Preview documents before printing.*
- ✓ *Print documents.*

# Creating New Files

Once Word is opened, a blank document appears. You can create a document by typing text within the editing window or text area. To create another document, you will need a new document work area. You can have many documents opened at one time; each document will be opened in a different window.

## How to Begin a New Word Document

- Step 1. From the blank document screen, begin typing text.
- Step 2. When you have completed a paragraph, press **Enter**. Pressing **Enter** ends the paragraph and allows you to create a new paragraph.



It is not necessary to press the **Enter** key at the end of each line. Word processors automatically wrap the text to the next line while you type. Only press the **Enter** key when you want to end one paragraph and begin another.

## How to Create Another New Word Document

- Step 1. From the **Standard** toolbar, choose the **New** button



or

From the **File** menu, select **New** and double-click on the **Blank Document** icon.



- Step 2. Begin typing the desired text.



# Saving a Document to Network or Local Drives

Once you create a document or make changes to an existing document, you should save it. When you save a document to a network or local drive, you must give it a filename and location. Word provides two options for saving documents:

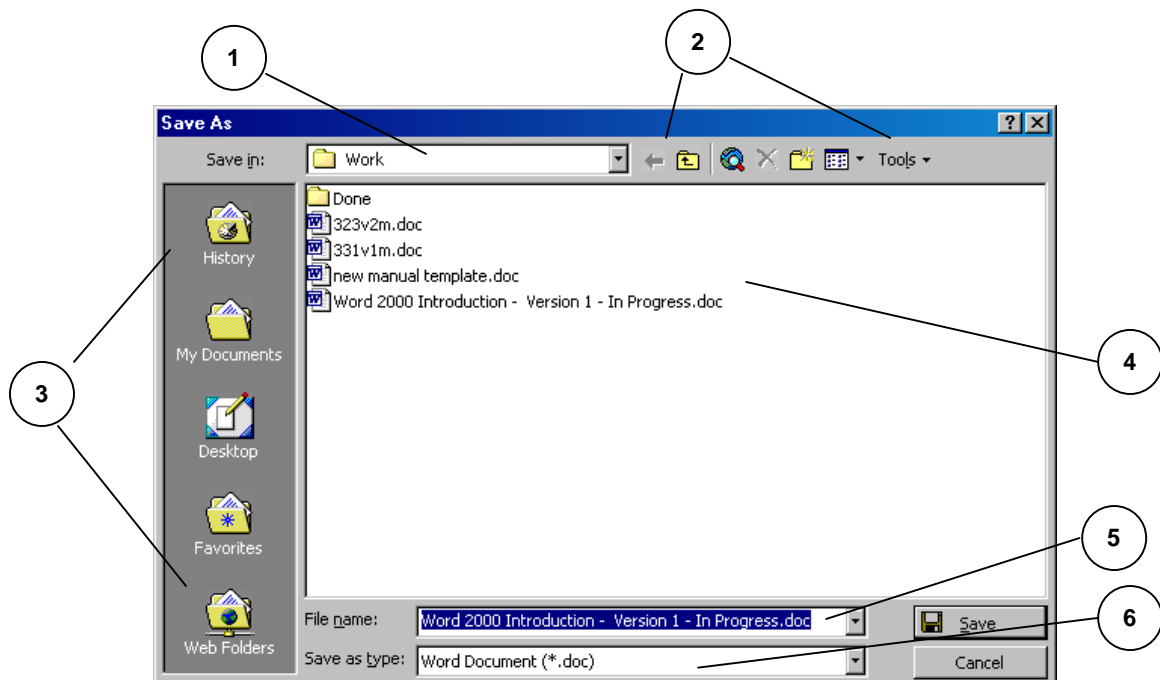
- **Save**—Allows you to save changes under the existing filename or to save an unnamed document with the name you give it.
- **Save As**—Allows you to save the changed document under a new name or in a different folder while keeping the previous, unchanged copy under the existing filename.

When saving documents in the Microsoft suite of software programs, you can assign long filenames up to **256** characters; you can include spaces in the filename, but not the following characters: “/\:\*<>|;?”. All files created in Word will have a **.doc** extension.



It is recommended to save your document periodically while you are working to lower the possibility of your work being lost if your computer freezes or you need to reboot.

The **Save As** dialog box is similar to the one shown below:



## Save As Dialog Box Components

Component	Description
1. Save In	Displays the current selected drive and folder where the document will be saved. To choose a different location, select the drop-down arrow to reveal an alphabetical listing of the available drives.
2. Buttons	<p>The following option buttons are available in the Save As dialog box:</p> <p><b>Back</b>—Returns to the previous folder.</p> <p><b>Up One Level</b>—Navigates out of the current subfolder to the folder above.</p> <p><b>Search the Web</b>—Opens Internet Explorer and allows you to select a web search engine.</p> <p><b>Delete</b>—Deletes the selected file from its current location.</p> <p><b>Create New Folder</b>—Creates a new folder in the current drive or folder.</p> <p><b>Views</b>—Changes the way information is displayed in the Contents Window. Options include: <i>List</i>, <i>Details</i>, <i>Properties</i>, <i>Preview</i>, and <i>Arrange Icons</i>.</p> <p><b>Tools</b>—Lists the commands you can use to manipulate or search for a document.</p>
3. Navigation Bar	<p>The following buttons are available on the Navigation Bar:</p> <p><b>History</b>—Displays a list of recently accessed documents.</p> <p><b>My Documents</b>—Changes the Save In location to C:\My Documents and displays a listing of the documents in this location.</p> <p><b>Desktop</b>—Changes the Save In location to C:\Windows\Desktop and displays a listing of the documents in this location.</p> <p><b>Favorites</b>—Changes the Save In location to C:\Windows\Favorites and displays a listing of the documents in this location.</p> <p><b>Web Folders</b>—Changes the Save In location to C:\Web Folders and displays a listing of the documents in this location.</p>
4. Contents Window	Displays the contents of the drive or folder displayed in the Save In field. Double-click the folder where you want to save the file.

## Save As Dialog Box Components

Component	Description
5. File name	Type the desired filename. Filenames can be up to 256 characters and can contain spaces. You cannot assign a personal extension to the filename; all Word documents have the extension <b>.doc</b> .
6. Save as type	Displays the current file type. You can change the file type if you want to save the file so that it can be opened by a different program or version of Word.

### How to Save a Document to a Network or Local Drive

- Step 1. Create the document.
- Step 2. From the **File** menu, select **Save As**.
- Step 3. Select the appropriate location where you want to save the document.
- Step 4. In the **File name** text box, enter the desired filename.
- Step 5. Choose **Save**.



You can also press **Ctrl + S** to save the document. If the document has never been saved, you will be asked to give the document a filename; however, if the document was previously saved, it will overwrite the original document.

## How to Save and Replace an Existing Document on a Local or Network Drive

Once you create and save a document, you can save changes you have made to it by using the **Save** feature. The Save feature will overwrite the existing document with the newly edited document so that your changes will be saved.

Step 1. Make the desired changes to the document.

Step 2. From the **Standard** toolbar, choose the **Save** button

or

From the **File** menu, select **Save**

or

Press **Ctrl + S**.



If the document was originally saved to a network or local drive, the **Save** feature will save it back to its original location.

## How to Save a Document with a New Name or in a Different Location on a Local or Network Drive

You may at times want to save the changes you have made to a document while still keeping the previous, unchanged document. Word allows you to do this with the **Save As** function. When you use the Save As feature, you save the changes under a new name, and the previous document remains as it was with its original name. You can also use the Save As feature to save a file to a different drive or folder.

Step 1. Make the desired changes to the document, if necessary.

Step 2. From the **Standard** toolbar, choose the **Save As** button

or

From the **File** menu, select **Save As**.

STEPS CONTINUE ON NEXT  
PAGE



Step 3. Select a new drive and/or folder  
and/or

Enter the new filename.

Step 4. Choose **Save**.

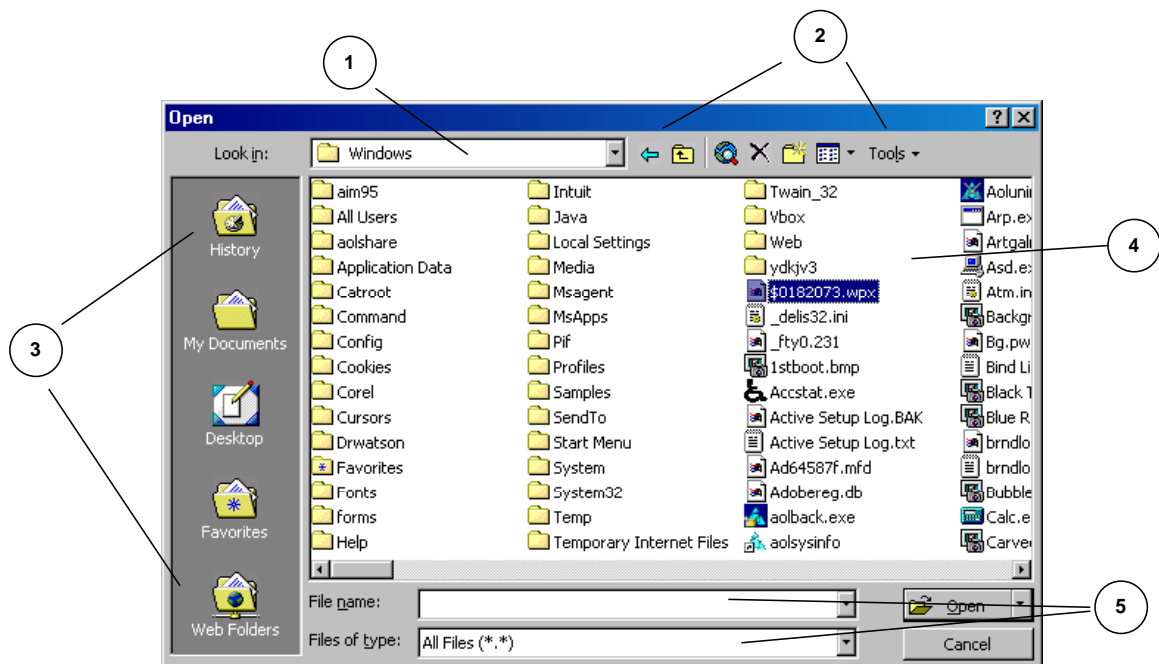


**Warning:** If you entered an existing filename, Word will ask you if you want to replace the file. Choose **Yes** to replace the file and overwrite the existing one, or choose **No** to specify another name or location.

# Opening a Document from a Local or Network Drive

Once you have saved documents to a local or network drive, you can easily open them for modification or printing. When you open a document, Word places it in a document window.

The **Open** dialog box is similar to the one shown below:



## Open Dialog Box Components

Component	Description
1. Look In	Displays the currently selected drive and folder. To choose a different location, select the drop-down arrow to reveal an alphabetical listing of the available drives.
2. Buttons	<p>The following option buttons are available in the Save As dialog box:</p> <p><b>Back</b>—Returns to the previous folder.</p> <p><b>Up One Level</b>—Navigates out of the current subfolder to the folder above.</p> <p><b>Search the Web</b>—Opens Internet Explorer and allows you to select a web search engine.</p> <p><b>Delete</b>—Deletes the selected file from its current location.</p> <p><b>Create New Folder</b>—Creates a new folder in the current drive or folder.</p> <p><b>Views</b>—Changes the way information is displayed in the Contents Window. Options include: <i>List</i>, <i>Details</i>, <i>Properties</i>, <i>Preview</i>, and <i>Arrange Icons</i>.</p> <p><b>Tools</b>—Lists the commands you can use to manipulate or search for a document.</p>
3. Navigation Bar	<p>The following buttons are available on the Navigation Bar:</p> <p><b>History</b>—Displays a list of recently accessed documents.</p> <p><b>My Documents</b>—Changes the Save In location to C:\My Documents and displays a listing of the documents in this location.</p> <p><b>Desktop</b>—Changes the Save In location to C:\Windows\Desktop and displays a listing of the documents in this location.</p> <p><b>Favorites</b>—Changes the Save In location to C:\Windows\Favorites and displays a listing of the documents in this location.</p> <p><b>Web Folders</b>—Changes the Save In location to C:\Web Folders and displays a listing of the documents in this location.</p>
4. Contents Window	Displays the contents of the drive or folder displayed in the <b>Look In</b> field. Used to select a directory or file(s). Double-click on the folder or file icon to open it.

## Open Dialog Box Components

Component	Description
5. <b>File name</b> and <b>Files of Type</b>	Used to help you find the correct file. Use the <b>File name</b> text box to choose or designate a filename. You can type the filename or choose from the recently edited files from the drop-down list to the right of the text box. Use the <b>Files of type</b> list box to designate the appropriate file type.

## How to Open a File from a Local or Network Drive

Step 1. From the **Standard** toolbar, choose the **Open** button



or

From the **File** menu, select **Open**.

Step 2. From the **Look in** drop-down list, select the appropriate drive.

Step 3. In the **Contents window**, double-click on the appropriate folder.

Step 4. Repeat Step 3 until the desired folder is displayed in the **Look in** text box.

Step 5. From the **Contents window**, select the desired file.

Step 6. Select **Open**

or

Double-click on the file icon.



# Previewing and Printing Documents

Word's **Print Preview** feature allows you to preview one or more pages of a document before printing to ensure that proper formatting has been applied. You can also magnify or edit your document while you are previewing it.

Printing a document will give you a hard copy that you can distribute either as a final document or as a draft document for hard copy edits. It is always a good idea to check your document through **Print Preview** to get an overview before actually committing it to paper.

## How to Preview Your Document

Step 1. From the **Standard** toolbar, choose the **Print Preview** button



or

From the **File** menu, select **Print Preview**.

Step 2. After viewing the document, choose **Close**.

## Print Preview Toolbar

The **Print Preview** toolbar allows you to view one or multiple pages of your document, zoom in and out, edit, and print your document while in Print Preview.



Button	Description
<b>Print</b>	Sends your entire document to the printer.
<b>Magnifier</b>	Changes the mode between editing and magnifier or view only.
<b>One Page</b>	Displays one page at a time.
<b>Multiple Pages</b>	Allows you to choose to display multiple pages at one time.
<b>Zoom</b>	Zooms in or out so you can view your document closer or farther away.
<b>View Ruler</b>	Displays or hides the ruler bars.
<b>Shrink to Fit</b>	Reduces the number of pages in a document by one so that you can prevent a small portion of a document from spilling onto the next page. It is not advisable to use the Shrink to Fit feature because it can reduce the font size or change the margins of the document.
<b>Full Screen</b>	Hides most of the screen elements so that you can view more of your document.
<b>Close</b>	Closes Print Preview and takes you to the document work area.
<b>Context Sensitive Help</b>	Displays a description of a feature in the window. Click on the button, then click on something else; a description of the item will appear.

## How to Print an Entire Document

You can send your entire document directly to the printer using the default print settings.

- Step 1. To print your entire document, choose the **Print** button on the **Standard** toolbar.

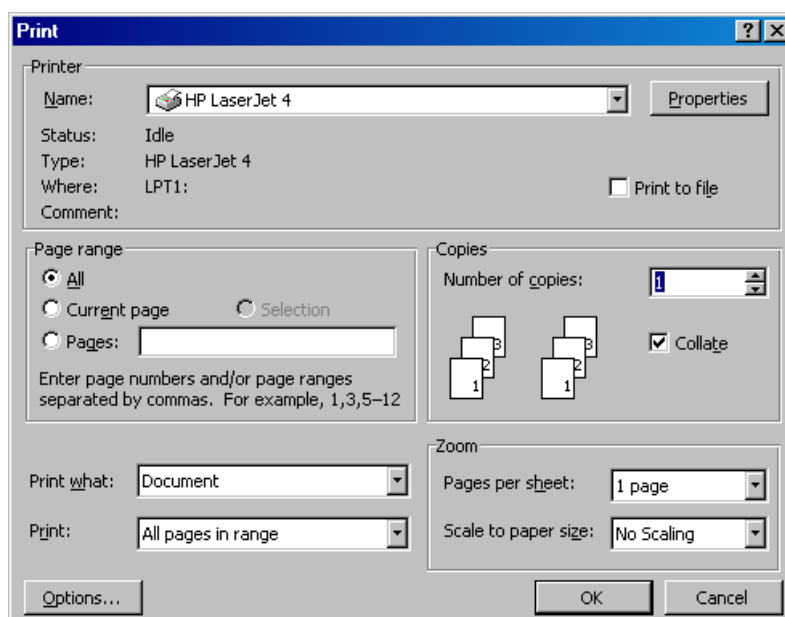


## How to Access the Print Dialog Box

By accessing the **Print** dialog box, you can modify the default print settings, change the number of copies to be printed, and select the desired pages or page range to be printed.

- Step 1. From the **File** menu, choose **Print**.

A dialog box similar to the following will appear:



STEPS CONTINUE ON NEXT  
PAGE



Option	Description
<b>Name</b>	Displays your default printer. If you have other printers installed, you can select another printer from the drop-down list.
<b>Properties</b>	Displays a dialog box in which you can specify the paper size, orientation, and paper source that should be used when printing.
<b>Page range</b>	Allows you to print an entire document, the current page, or a range of pages. To print a range of pages, enter the page range in the <i>Pages</i> text box. Separate individual page numbers by commas and ranges by a hyphen (-) in the following format: 1-4,8,10. If you have selected text to print, Word displays the Selection option.
<b>Copies</b>	Allows you to set the number of copies you want to print.
<b>Collate</b>	Allows you to print a complete range of pages before printing the next copy. For example, if you are printing two copies of pages 1-3, Word prints one copy of each page before starting over and printing each of the three pages again to make the second copy.
<b>Print what</b>	Allows you to indicate what you want to print: <i>Document</i> , <i>Summary Info</i> , <i>Annotations</i> , <i>Styles</i> , <i>Auto Text Entries</i> , or <i>Key Assignments</i> .
<b>Print</b>	Allows you to choose to print <i>All Pages in Range</i> , <i>Odd Pages</i> , or <i>Even Pages</i> .
<b>Zoom</b>	Allows you to specify whether multiple pages should be printed on a single printed page or if the document contents should be reformatted; for printing purposes only; for a larger or smaller paper size.
<b>Options</b>	Allows you to access the Options dialog box Print tab so you can select various printing options, such as <i>Draft Options</i> , <i>Reverse Print Order</i> , <i>Summary Info</i> , <i>Hidden Text</i> , and <i>Drawing Objects</i> .

Step 2. Choose the desired options as described in the preceding table.

Step 3. Choose **OK** to print the document.

# Editing a Document

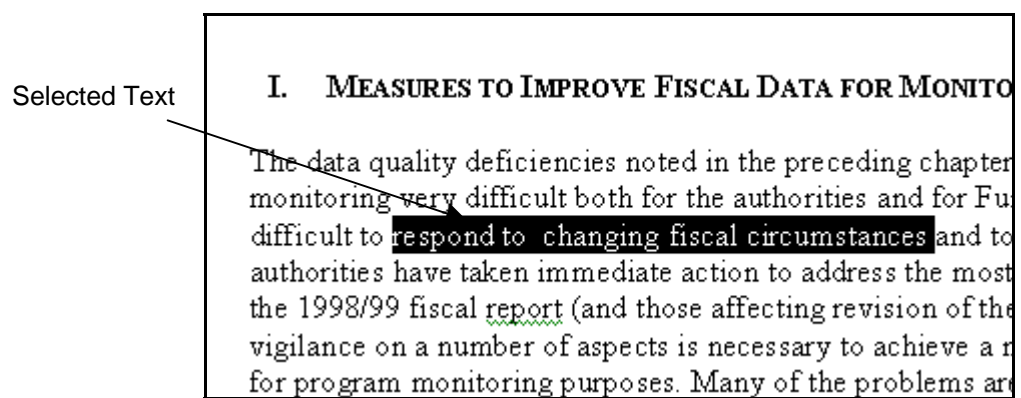
*In this lesson, you will learn the skills necessary to:*

- ✓ *Select and delete text.*
- ✓ *Undo and/or repeat previous commands.*
- ✓ *Move and copy text.*
- ✓ *Spell check a document.*
- ✓ *Use Find and Replace.*
- ✓ *Insert, edit, and delete footnotes.*
- ✓ *Insert symbols and special characters.*

# Selecting Text

Before you can work with text in a document, you need to let Word know the text with which you want to work; you do this by selecting the text. When you select text, Word highlights it to show that it is selected; you can then format or edit the selected text. This is called *Select Then Do*, which means you first “select” the text that you want to format, then you “do” or apply the formatting.

You can select any amount of text such as single or multiple words, sentences, or paragraphs by clicking and dragging the mouse. You can also select single words, sentences, or paragraphs by clicking the left mouse button in rapid succession or by using the selection bar.



## How to Select Text Using the Click and Drag Method

- Step 1. Press and hold the left mouse button at the position where you want to begin text selection.
- Step 2. With the left mouse button held down, drag the mouse until the pointer is positioned at the other end of the desired selection.
- Step 3. Release the mouse button.

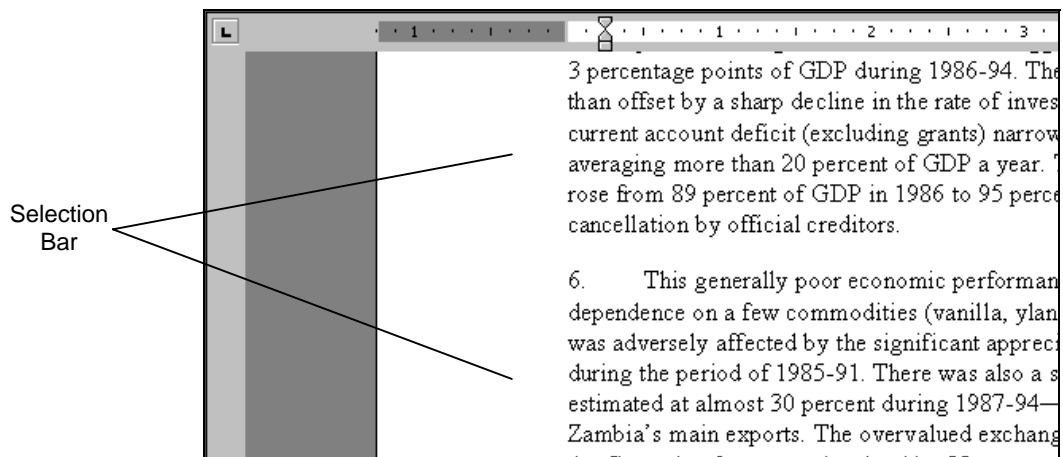
## How to Select Text by Clicking

You can select text by clicking the mouse pointer inside the word or paragraph you want to select. The following table describes the procedures you can use to select text by clicking:

Selection	Procedure
<b>Word</b>	Position the mouse pointer inside the word you want to select and <b>double-click</b> .
<b>Sentence</b>	Press and hold the <b>Ctrl</b> key, position the mouse pointer inside the sentence you want to select, and click once.
<b>Paragraph</b>	Position the mouse pointer inside the paragraph you want to select and <b>triple-click</b> .

## How to Select Text Using the Selection Bar

You can select text using the selection bar, the area to the left of the page's left margin as shown in the following diagram:



- Step 1. Move the mouse pointer into the vertical area along the left edge of the text area. The mouse pointer will change to an arrow pointing upward and to the right.
- Step 2. With the mouse pointer in the selection bar, select the amount of text you want using any of the procedures listed below:

STEPS CONTINUE ON NEXT  
PAGE



Selection	Procedure
<b>Line of Text</b>	Point to the line of text and click once. To select multiple lines, click and drag the mouse pointer next to the lines you want to select.
<b>Paragraph</b>	Point to the paragraph and <b>double-click</b> . To select multiple paragraphs, click and drag the mouse next to the paragraphs you want to select.
<b>Document</b>	<b>Triple-click</b> or hold down the <i>Ctrl</i> key and click once.



You can select the entire body of the document by pressing **Ctrl + A** or by choosing **Select All** from the **Edit** menu.



You can also select text using the keyboard. Position your insertion point at the beginning of the text you want to select, press and hold the **Shift** key, then press any of the arrow keys or navigational keystrokes to select the text between the insertion point and the navigation key destination. For more information about navigational options, see **Lesson 6: Managing Views and Navigating through Documents**.

## How to Cancel Text Selection

Step 1. To cancel a selection with the mouse, click anywhere in the unselected text area

or

To cancel a selection with the keyboard, press any directional arrow key (up, down, right, or left).



# Deleting Text

If you make an error as you type your document, you can easily remove the error. You can use the *Backspace* or *Delete* keys, as well as type over the existing text.

## How to Delete Text to the Left of the Cursor

Step 1. Press the *Backspace* key repeatedly until all undesired text is deleted.

## How to Delete Text to the Right of the Cursor

Step 1. Press the *Delete* key repeatedly until all undesired text is deleted.

## How to Delete Selected Text

Step 1. Select the text to be deleted.

Step 2. Press the *Delete* key.

## How to Replace Selected Text

Step 1. Select the text to be replaced.

Step 2. Type the new text.

## How to Delete a Word at the Current Cursor Position

- Step 1. Position your cursor at the end of the word you want deleted.
- Step 2. Press ***Ctrl + Backspace***. This will delete the word or portion of the word to the left of the insertion point.

**- OR -**

- Step 1. Position your cursor at the beginning of the word you want deleted.
- Step 2. Press ***Ctrl + Delete***. This will delete the word or portion of the word to the right of the insertion point.

# Using Undo and Redo

As you enter, edit, or format text, you may change your mind about what you want to say or how you want your document to appear. Word understands this and keeps track of the actions you perform so you can use either the **Undo** or **Redo** functions to reverse your actions:

Feature	Description
<b>Undo</b>	Lets you reverse changes made to the document, such as adding, deleting, or formatting text. Undo restores deleted text to the location from which it was deleted.
<b>Redo</b>	Lets you redo the actions reversed by the Undo feature; restores the document to its status before the last Undo command.



You can undo and redo single or multiple actions.

## How to Use Undo

Step 1. From the **Standard** toolbar, select the **Undo** button



or

From the **Edit** menu, choose **Undo**.



You can also press **Ctrl + Z** to undo the previous action.



**Warning:** Be careful not to double-click on the Undo button because this will undo the last two actions.

## How to Use Redo

Step 1. From the **Standard** toolbar, select the **Redo** button



or

From the **Edit** menu, choose **Redo**.

## How to Undo/Redo Multiple Actions

When undoing or redoing multiple actions, you cannot select a single action in the middle of the list of actions. You must undo or redo all actions that led up to the selected action.

Step 1. From the **Standard** toolbar, select the arrow to the right of the **Undo** or **Redo** button.

A menu similar to the following will appear:



Step 2. From the drop-down list, select the desired action. This will undo or redo that action and any actions done since the chosen one.

# Moving Text

Word allows you to move text by taking it from its original location and placing it in a new location. When you move text, you are actually placing it in the **Clipboard**, a Windows storage area, where it stays until you close Windows. While the text is in the Clipboard, you can paste it in other locations.

You can move text to a new location in the same document or to another document using the **Cut** and **Paste** commands.

## How to Move Text

Step 1. Select the text you want to move.

Step 2. From the **Standard** toolbar, select the **Cut** button



or

From the **Edit** menu, choose **Cut**.

Step 3. Reposition the cursor where you want to place the text.

Step 4. From the **Standard** toolbar, select the **Paste** button



or

From the **Edit** menu, choose **Paste**.



The **Cut** and **Paste** commands can also be accessed using the keystrokes **Ctrl + X** to cut and **Ctrl + V** to paste.



The **Cut** and **Paste** commands can also be accessed using the shortcut menu. Select the desired text, **right-click** on the selected text, and choose **Cut** from the shortcut menu. Position your cursor where you want to place the text, **right-click**, and choose **Paste** from the shortcut menu.

# Copying Text

If you want the same text to appear in different parts of your document or within another document, you do not have to retype the text. Word allows you to copy text and insert it where you need it, leaving the original intact.

When you copy text, you are placing a copy of it in the **Clipboard**. While text is in the Clipboard, you can paste it in other locations. You can copy text to a new location in the same document or to another document using the **Copy** and **Paste** commands.

## How to Copy Text

Step 1. Select the text you want to copy.

Step 2. From the **Standard** toolbar, select the **Copy** button



or

From the **Edit** menu, choose **Copy**.

Step 3. Position the cursor where you want to place a copy of the text.

Step 4. From the **Standard** toolbar, select the **Paste** button

or

From the **Edit** menu, choose **Paste**.



The **Copy** and **Paste** commands can also be accessed using the keystrokes **Ctrl + C** to copy and **Ctrl + V** to paste.



The **Copy** and **Paste** commands can also be accessed using the shortcut menu. Select the desired text, **right-click** on the selected text, and choose **Copy** from the shortcut menu. Position your cursor where you want to place a copy of the text, **right-click**, and choose **Paste** from the shortcut menu.

# Spell Checking a Document

Spell checking can be invoked by choosing the **Spelling and Grammar** button on the **Standard** toolbar or by selecting **Spelling and Grammar** from the **Tools** menu.

Spell check can also be turned on to check the spelling of the document as you type. When Word encounters a word not in its dictionary, you will see a wavy red line below the word. Right-clicking on the misspelled word will bring up a shortcut menu listing suggestions for replacement or the option to ignore the word.



If grammar checking is turned on, Word will display a wavy green line under the words it has questioned.

## How to Check the Spelling of a Document

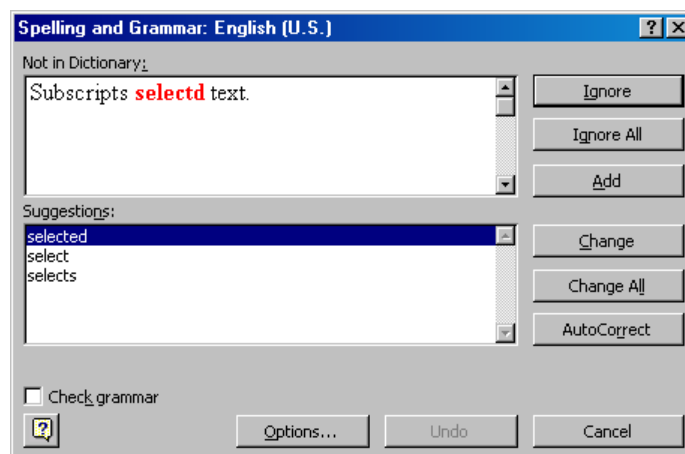
Step 1. From the **Standard** toolbar, choose the **Spelling and Grammar** button



or

From the **Tools** menu, choose **Spelling and Grammar**.

A dialog box similar to the following will appear:



Button	What does it do?
<b>Ignore</b>	Ignores this instance of the word.
<b>Ignore All</b>	Ignores all instances of the word.
<b>Add</b>	Adds the word to your personal dictionary.
<b>Change</b>	Changes that instance of the word to the selected word in the <b>Suggestions</b> box.
<b>Change All</b>	Changes all instances of the word to the selected word in the <b>Suggestions</b> box.
<b>AutoCorrect</b>	Adds the word to the AutoCorrect dictionary.
<b>Options</b>	Changes the spell and grammar checking options.
<b>Undo</b>	Reverses the last spell check action.
<b>Cancel</b>	Closes the Spelling and Grammar Checking dialog box.

Step 2. From the **Suggestions** window, choose the correct word for the misspelled word in the **Not in dictionary** window and choose **Change** to change this instance of the misspelled word or choose **Change All** to change all instances of the misspelled word

or

If the word is correct as spelled, choose **Ignore** to skip this occurrence of the word or choose **Ignore All** to skip all occurrences of the word

or

If the correct spelling of the word is not in the list of suggestions, you may have to edit the word manually. To do this, simply position your cursor in the misspelled word in the **Not in dictionary** window, edit the word as necessary, and choose **Change** or **Change All**.



If you changed a word or skipped a word by mistake, choose the **Undo** button in the Spell Check dialog box to reverse the last action.



If you want to add the word to the dictionary so that the word will be recognized in the future, choose **Add** in the **Spell Check** dialog box.

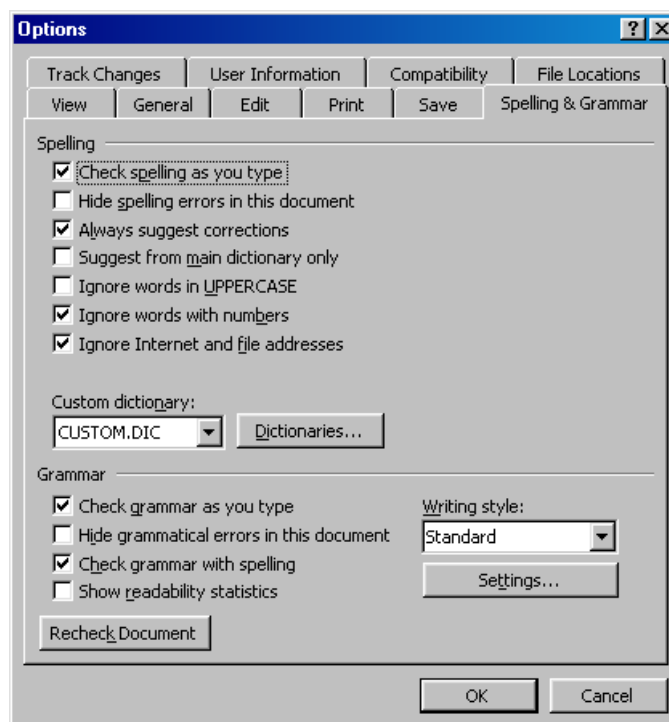


## How to Recheck the Spelling of a Document

Once a document has been spell checked, Word remembers which words were marked to ignore and will not verify their spelling during subsequent checking. You must specify whether you wish to re-check the spelling for an entire document before you access the Spell Check tool.

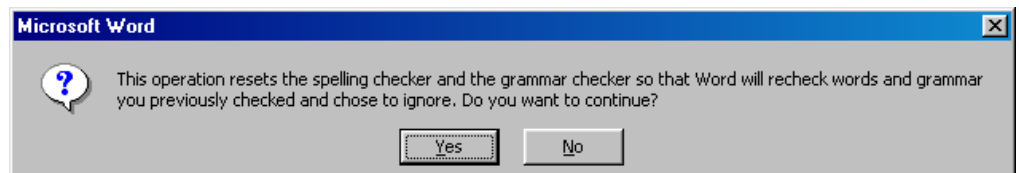
- Step 1. From the **Tools** menu, choose **Options**.
- Step 2. From the **Options** dialog box, choose the **Spelling & Grammar** tab.

A dialog box similar to the following will appear:



- Step 3. Choose the **Recheck Document** button.

The following message will appear:



- Step 4. Choose **Yes** to confirm the message and choose **OK** to exit from the Options dialog box.



Step 5. On the **Standard** toolbar, choose the **Spell Check** button.



This process needs to be done each time you wish to spell check the entire contents of a document.



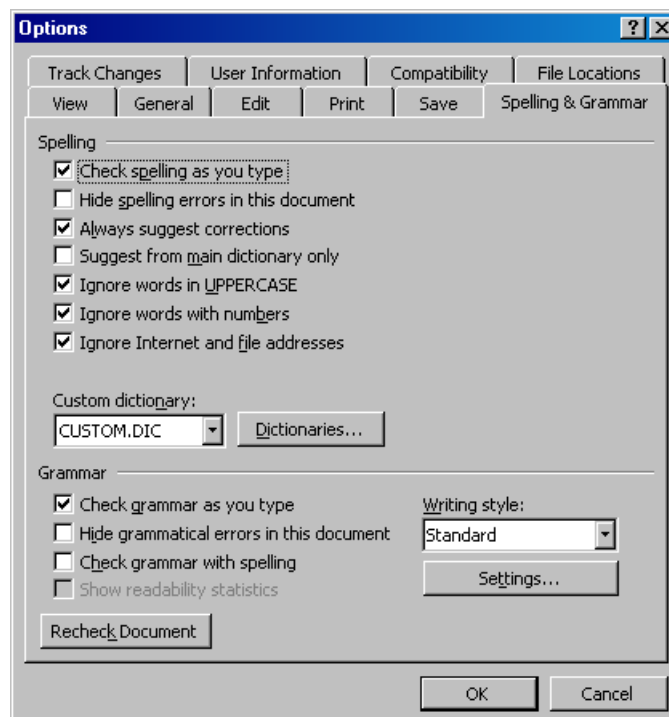
It is recommended to use the above steps when (1) you have received a document from someone else to ensure that the text in the document is spelled correctly and (2) when finalizing a document to double-check the spelling of all edits made.

## How to Turn On/Off the Automatic Spell and Grammar Check Options

Step 1. From the **Tools** menu, select **Options**.

Step 2. From the **Options** dialog box, choose the **Spelling & Grammar** tab.

A dialog box similar to the following will appear:



STEPS CONTINUE ON NEXT PAGE



Step 3. In the **Spelling** section, mark/clear the **Check spelling as you type** box

and/or

In the **Grammar** section, mark/clear the **Check grammar as you type** box.

Step 4. Choose **OK**.

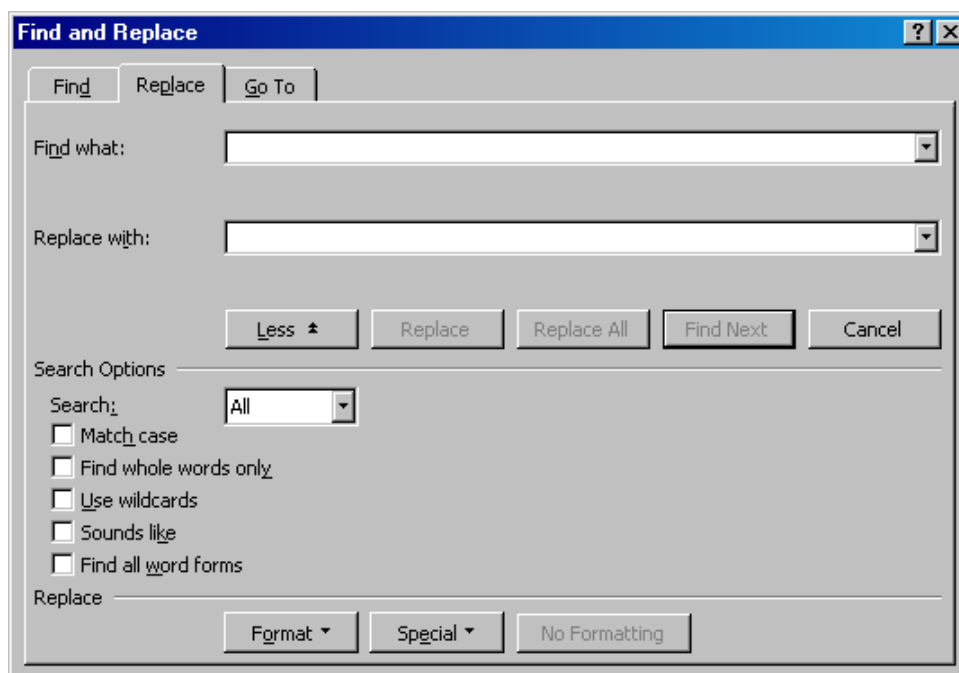


**Warning:** These options use a lot of the system's resources; therefore, you may see a decrease in your system's performance.

## Using Find and Replace

The **Find** feature allows you to search your document for specific occurrences of words, phrases, or attributes. The **Replace** feature also allows you to search your document for these things, but lets you replace the occurrences with specified text or attributes. Using the **Find** and **Replace** features eliminates manual searching to modify words and phrases in a document.

The **Find and Replace** dialog box:



Option	Description
<b>Find what</b>	Enter the text that you want to locate.
<b>Replace with</b>	Enter the text that you want to insert in its place.
<b>More/Less</b>	Expands or collapses the dialog box to show or hide the additional items.
<b>Search</b>	Indicates the direction of the search: <b>All</b> searches through the entire document, <b>Down</b> searches from the cursor position to the end of the document, and <b>Up</b> searches from the cursor position to the beginning of the document.
<b>Match Case</b>	Matches the upper- or lowercase of the words or phrases in the <b>Find what</b> text box.
<b>Find whole words only</b>	Searches for only whole words. For example, if you search for “format” Word will not stop on “formatting” or “formatted.”

Option	Description
Use wildcards	Allows you to search using * or ? wildcards. Use the * ( <b>asterisk</b> ) for multiple unknown characters. Use the ? ( <b>question mark</b> ) for a single unknown character.
Sounds like	Searches for words that sound like what was typed in the Find what text box.
Find all word forms	Searches for all forms of the word typed in the Find what text box.
Format	Searches for the formatting characteristics of the words or phrases.
Special	Searches for special attributes in the document such as section breaks, non-breaking hyphens, paragraph symbols, etc.
No Formatting	Ignores the formatting of the words or phrases.

## How to Find a Word or Phrase in a Document

- Step 1. From the **Edit** menu, choose **Find**. The **Find and Replace** dialog box will open with the contents of the Find tab displayed.
- Step 2. In the **Find what** text box, type the word or phrase you wish to locate in the document.
- Step 3. Choose the **More** button to select additional options, if desired.
- Step 4. Choose **Find Next** to locate the first instance of the word or phrase.
- Step 5. Repeat Step 4 until the desired instance has been located.
- Step 6. Choose **Cancel** when complete.

## How to Find and Replace Text

- Step 1. From the **Edit** menu, select **Replace**. The **Find and Replace** dialog box will open with the contents of the Replace tab displayed.
- Step 2. In the **Find what** text box, enter the text you want to locate.
- Step 3. In the **Replace with** text box, enter the text you want to insert.
- Step 4. Choose **More** to select additional options, if desired.
- Step 5. In the **Search** and **Replace** areas, select the desired options.
- Step 6. Choose **Find Next** to leave the current selection unchanged  
or  
Choose **Replace** to change the current selection  
or  
Choose **Replace All** to change all instances of the word(s) in the Find what text box.
- Step 7. Choose **Cancel** when complete.

# Working with Footnotes

Footnotes can be easily inserted into Word documents using the **Footnote** function. By default, footnotes will appear on the screen and in the printed document at the bottom of the page where the footnote reference is located. However, if you are using Normal view (see Lesson 6 for more information on Views), Word displays the footnotes in a Footnote pane, an editing area where you can see multiple footnotes at the same time. In Print Layout view (the default view), there is no separate footnote pane; footnotes are simply created and edited directly on the page beneath the footnote separator line.

## How to Insert a Footnote

- Step 1. Place the insertion point in the text where the footnote reference should appear.
- Step 2. From the **Insert** menu, choose **Footnote**.
- Step 3. In the **Footnote** area, type the text of the footnote.
- Step 4. Double-click on the footnote number in the footnote area to return to the footnote reference in the document

or

Click anywhere in the document after the footnote text has been typed.

## How to Edit a Footnote

Step 1. Locate the footnote reference in the text and double-click on the number

or

Select the footnote area at the bottom of the screen.

Step 2. Make any desired changes to the footnote.

Step 3. Once changes have been made, double-click on the footnote number in the footnote area to return to the footnote reference in the document

or

Click anywhere in the document area to return to the document.



To view the contents of a footnote, “hover” the mouse over the footnote reference in the document and the footnote contents will appear.



Using **Ctrl + A** with the cursor in a footnote selects all footnote text with a document. This shortcut can be used to globally change the format of footnote text (e.g., changing the font size of all footnote text from 12 to 10).

## How to Delete a Footnote

Step 1. Locate the footnote reference in the text.

Step 2. Select the footnote reference and press **Delete**.



When you delete a footnote, the remaining footnotes in the document will automatically renumber.



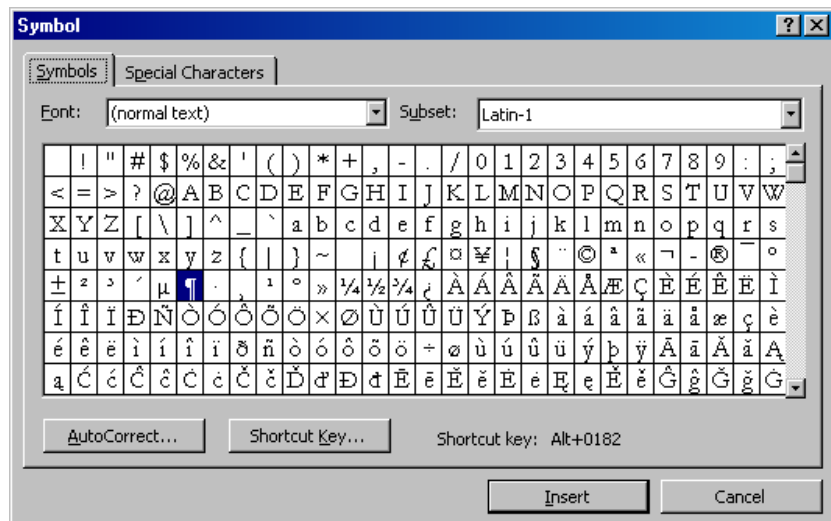
# Inserting Symbols and Special Characters

Sometimes you need to place a symbol or special character, e.g., an accented character or em dash, into a document. Windows allows you to select various language keyboards that can be activated with a click of the mouse. However, if you simply need to insert an accented character or symbol into an otherwise English document, use the **Insert** | **Symbol** option.

## How to Insert Symbols and Special Characters

- Step 1. Place your cursor where the symbol or special character is to be inserted.
- Step 2. From the **Insert** menu, select **Symbol**.

A dialog box similar to the following will appear:



- Step 3. From the **Symbol** dialog box, choose the **Symbols** tab for multilingual characters

or

Choose the **Special Characters** tab for other characters such as the em dash, nonbreaking space, and nonbreaking hyphen.

- Step 4. From the **Font** drop-down list, select **(normal text)** to insert a multilingual character.

STEPS CONTINUE ON NEXT PAGE



- Step 5. From the **Subset** drop-down list, select the desired font character set. **Latin-1** should provide the best selection of accented characters. Once these choices are selected, they remain the default settings.
- Step 6. From the list of symbols or special characters, select the desired symbol or character.
- Step 7. Select **Insert**, and then choose **Close**.

# Formatting a Document

*In this lesson, you will learn the skills necessary to:*

- ✓ *Apply font formatting.*
- ✓ *Change the alignment of a paragraph.*
- ✓ *Change the line spacing.*
- ✓ *Adjust paragraph indentations.*
- ✓ *Create sections to change margins.*

# Applying Font Formatting

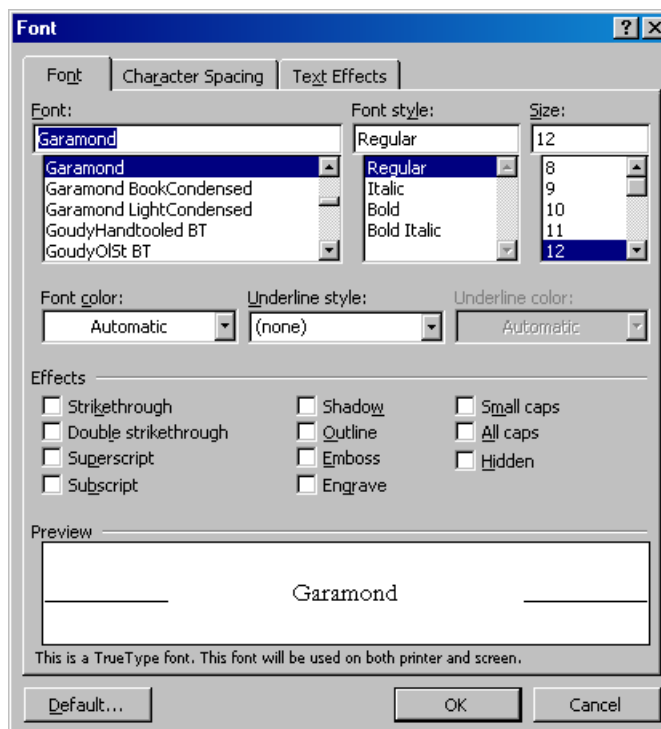
All text in a Word document is formatted with a particular font. A “font” is a particular character typeset that dictates what the typed characters will look like. Font characteristics can be applied to text in two ways: 1) you can change the font, then type the text, or 2) you can type the text, then select the text you want change, then change the font.

There are many character formats that you can apply to your document. Some of these can be found on the **Formatting** toolbar, but all can be found in the **Font** dialog box.

## How to Access the Font Dialog Box

Step 1. From the **Format** menu, choose **Font**.

A dialog box similar to the following will appear:



STEPS CONTINUE ON NEXT PAGE







<b>Option</b>	<b>Description</b>
<b>Font</b>	Displays a list of fonts from which to choose.
<b>Font Style</b>	Displays a list of formatting options, such as bold or italic. The options available depend on the font selected.
<b>Size</b>	Displays a list of font sizes from which to choose.
<b>Font Color</b>	Displays a drop-down list of colors that you can apply to your text. If you do not have a color printer, the colors may appear as shades of gray or not at all, depending on your printer.
<b>Underline</b>	Displays a drop-down list of line styles that allow you to underline text.
<b>Underline Color</b>	When underlining is turned on, displays a drop-down list of underline colors.
<b>Effects</b>	Displays different font effects that you can apply to characters; these include strikethrough, superscript, subscript, shadow, small caps, all caps, etc.
<b>Preview</b>	Shows how your text will appear with the selected formatting option(s).
<b>Default</b>	Lets you change the default settings for this template to reflect the currently selected formatting option(s).

## **How to Apply Formatting Changes Through the Font Dialog Box**

- Step 1. Select the text you want to format.
- Step 2. From the **Format** menu, select **Font**.
- Step 3. From the **Font** tab, select the desired effect(s).
- Step 4. Choose **OK**.

## How to Change Font Attributes using the Formatting Toolbar

- Step 1. Select the text you want to format.
- Step 2. From the **Formatting** toolbar select one of the following buttons:

Button	Name	What does it do?
	<b>Font &amp; Font Size</b>	Applies the new font face and new font size selected from the drop-down list.
	<b>Bold</b>	Applies the <b>bold</b> font attribute. This button works as a toggle button.
	<b>Italic</b>	Applies the <i>italic</i> font attribute. This button works as a toggle button.
	<b>Underline</b>	Applies the <u>underline</u> font attribute. This button works as a toggle button.



To use a toggle button, click on the button once to turn the feature on, click on the button again to turn the feature off.

# Applying Paragraph Formatting

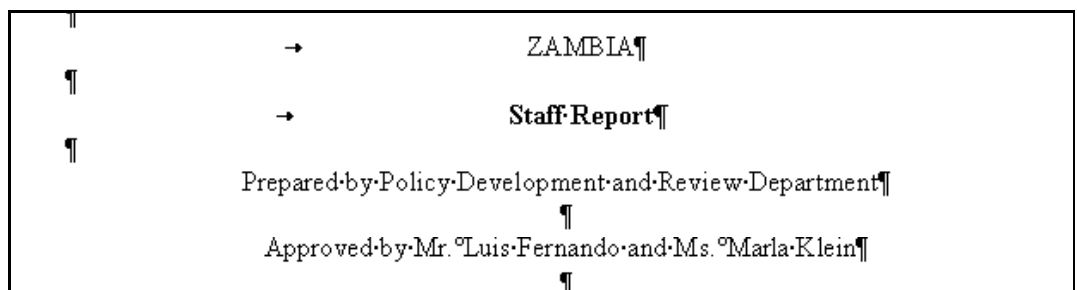
Word considers a paragraph as any text followed by a paragraph mark (¶), or a single paragraph mark with no text. Word inserts a paragraph mark every time you press the **Enter** key. You can format paragraphs to change their alignment, line spacing, tab settings, indentation, as well as other settings.

Paragraph formatting only applies to the selected paragraph(s) or the paragraph in which the insertion point is currently located. Other paragraphs in the document will remain unchanged. When you press the **Enter** key to create a new paragraph, however, Word continues to use the formatting of the paragraph that directly precedes the new paragraph.

All formatting that is done to a paragraph is “stored” in the paragraph marker (¶) immediately following the paragraph. If that paragraph marker is deleted, then all formatting is lost for that paragraph. To see where all the paragraph markers are, choose the **Show/Hide** button on the **Standard** toolbar to display the non-printing symbols (this will also display the location of spaces, tabs, page breaks, and section breaks).



The following is an example of document text with the non-printing symbols displayed:

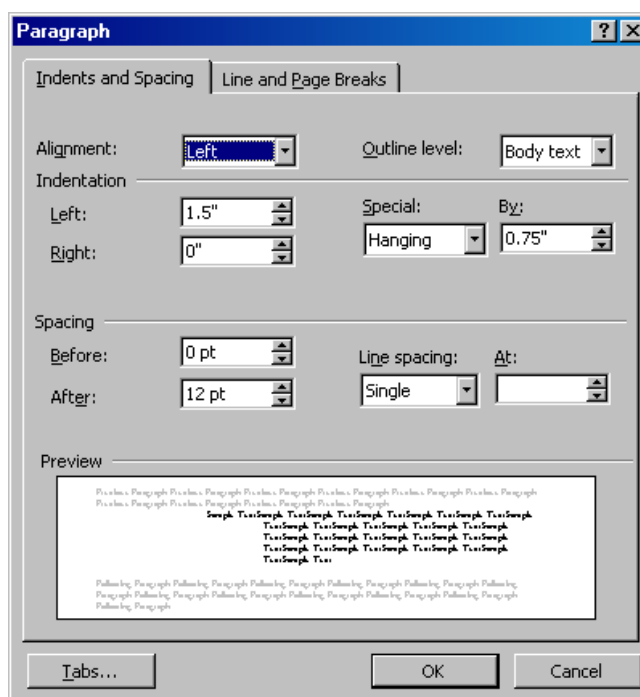


Formatting a paragraph in Word can be done in three different ways: from the **Format Paragraph** dialog box, from the **Ruler Bar**, or by using **Styles**.

## How to Access the Format Paragraph Dialog Box

Step 1. From the **Format** menu, choose **Paragraph**.

A dialog box similar to the following will appear:



Option	Description
<b>Alignment</b>	Changes the paragraph alignment or justification of the current or selected paragraphs; options include <i>Left</i> , <i>Center</i> , <i>Right</i> , and <i>Justify</i> .
<b>Outline Level</b>	Assigns an outline level to the current or selected paragraphs.
<b>Indentation: Left</b>	Indents the entire paragraph(s) by the designated space from the left margin.
<b>Indentation: Right</b>	Indents the entire paragraph(s) by the designated space from the right margin.
<b>Indentation: Special</b>	Indents the entire paragraph(s) by the selected indentation type and the designated space from the left margin; options include <i>First Line Indent</i> and <i>Hanging Indent</i> .
<b>Spacing: Before</b>	Sets the amount of blank space above the current or selected paragraphs.



Option	Description
<b>Spacing: After</b>	Sets the amount of blank space below the current or selected paragraphs.
<b>Line Spacing</b>	Changes the amount of vertical space between lines of the current or selected paragraphs by the designated measurement.
<b>Tabs</b>	Displays the <b>Tab</b> dialog box that allows you to set and clear tabs.

## How to Adjust the Alignment of a Paragraph

Paragraph alignment is the way a paragraph lines up on the page. The default is Align Left, but you can also choose Center, Align Right, and Justify as explained in the following table.

Paragraph alignment can be changed through the **Paragraph** dialog box as shown on the previous page or on the **Formatting** toolbar using the following buttons:



Option	Description
<b>Align Left</b>	Adjusts the selected text so that each line begins even with the left margin while the right side is jagged.
<b>Center</b>	Adjusts each line so that it is centered between the left and right margins. Both the left and right sides are jagged.
<b>Align Right</b>	Adjusts the selected text so that each line ends even with the right margin while the left side is jagged.
<b>Justify</b>	Adjusts the spacing in the selected text so that each line begins even with the left margin and ends even with the right margin; also called Full Justification.

Step 1. Position your insertion point in the paragraph you wish to change

or

Select the multiple paragraphs you wish to change.

Step 2. Access the **Format, Paragraph** dialog box and choose the desired **Alignment** option

or

From the **Formatting** toolbar, choose the appropriate alignment icon.

## How to Adjust the Line Spacing of a Paragraph

Step 1. Position your insertion point in the paragraph you wish to change

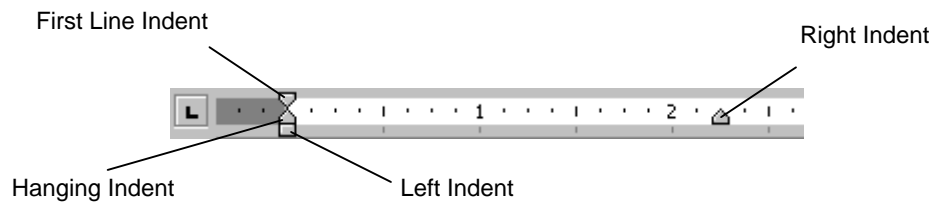
or

Select the multiple paragraphs you wish to change.

Step 2. Access the **Format, Paragraph** dialog box and choose the desired **Line Spacing** option or measurement

# Working with Paragraph Indentations

Using paragraph indents in text allows you to create a temporary margin setting for the selected text, creating distance between the text and the margin and setting it off from the rest of the document. The appearance of the indents varies depending on the type of indent you choose: *Left*, *Right*, *First Line*, or *Hanging*.



## Types of Indents

Type	Description
<b>Left Indent</b>	Indents all the selected lines the distance you specify from the left margin.
<b>Right Indent</b>	Indents all the selected lines the distance you specify from the right margin.
<b>First Line Indent</b>	Indents the first line of a paragraph or multiple paragraphs by the distance you specify from the left margin.
<b>Hanging Indent</b>	Indents all subsequent lines of a paragraph or multiple paragraphs the amount you specify from the left margin.

## How to Adjust Paragraph Indentation Using the Ruler Bar

Step 1. Position your insertion point in the paragraph you wish to change

or

Select the multiple paragraphs you wish to change.

Step 2. On the **Ruler Bar**, click, hold, and drag the appropriate paragraph indent marker to the desired location as shown in the previous diagram.

## How to Adjust Paragraph Indentation Using the Paragraph Dialog Box

Step 1. Position your insertion point in the paragraph you wish to change

or

Select the multiple paragraphs you wish to change.

Step 2. From the **Format** menu, choose **Paragraph**.

Step 3. In the **Indentation** section, enter the desired measurement in the appropriate indentation text.



To choose **First Line** or **Hanging Indent**, choose the desired indentation from the **Special** drop-down list and then enter the measurement.

Step 4. Choose **OK**.

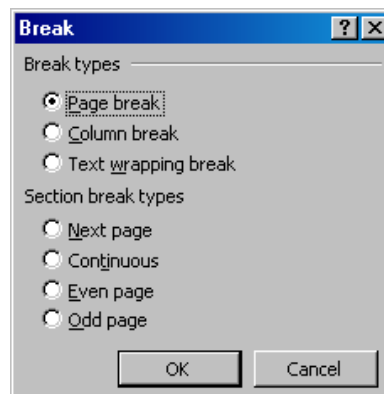
# Applying Page Setup Formatting

**Page Setup** formatting refers to any major document layout formatting, such as margins, page orientation, headers and footers, and page numbers. By default, Word assumes that if change the page format, you want the change to affect the entire document. However, that is not always the case; you may, at times, want to change the margins, headers or footers, or orientation of only a single page. To make page formatting changes to a portion of a document, the document must be split into sections.

Word uses *sections* to separate various parts of a document. It might be helpful to think of sections as separate chapters or “virtual documents” within a document that may have different margins, page numbers, etc.

## Section Breaks

To create different sections within a document, **section breaks** must be inserted. Section breaks must be inserted at the location where the change in document layout format should occur. There are four types of section breaks and the type of section break you insert depends on the desired outcome.



STEPS CONTINUE ON NEXT  
PAGE

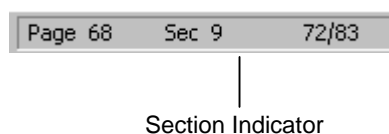


Section Break	Description
<b>Next Page</b>	Creates a new section beginning on the next page of the document.
<b>Continuous</b>	Creates a new section and starts it at the cursor position without creating a new page.
<b>Even Page</b>	Creates a new section and forces the next page to be even numbered.
<b>Odd Page</b>	Creates a new section and forces the next page to be odd numbered.

Sections can start on a new page when you want to change the page numbering or change the orientation from portrait to landscape; or sections can be continuous allowing you to change the margins in the middle of a page.

### How to See What Section You Are In

Step 1. Look on the lower left side of the status bar at the bottom of the screen. The example below shows that you are in Section 9 of the document.



### How to See Where Section Breaks Are in Your Document

Step 1. From the **Standard** toolbar, choose the **Show/Hide** button.



Section breaks look similar to the following:

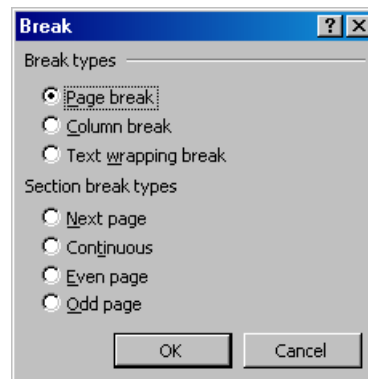


## How to Insert a Section Break

Step 1. Place the cursor at the location where you want to insert a section break.

Step 2. From the **Insert** menu, choose **Break**.

The following dialog box will appear:



Step 3. In the **Section break types** area, select the desired section break and choose **OK**.

Step 4. Repeat Steps 1 through 3 to insert the ending section break, if necessary.

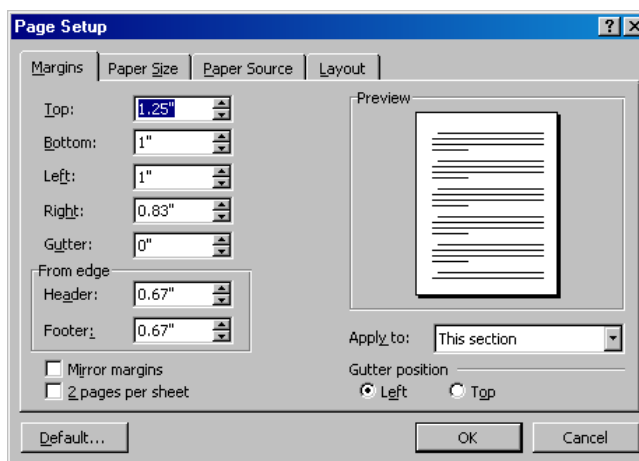


You do not have to manually insert section breaks when you want to change the page orientation.

## How to Access the Page Setup Dialog Box

Step 1. From the **File** menu, choose **Page Setup**.

A dialog box similar to the following will appear:



You can also choose the **Page Setup** button from the **Standard** toolbar:



### Page Setup Dialog Box Tabs

Tab	Description
<b>Margins</b>	Sets page, header, and footer margins.
<b>Paper Size</b>	Sets paper size and orientation.
<b>Paper Source</b>	Sets paper feed options for the printer.
<b>Layout</b>	Sets header and footer options, beginning of current section, and alignment of text between top and bottom margins.

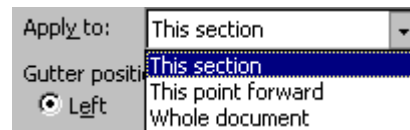


## How to Change the Margins in the Current Section

- Step 1. Insert beginning and ending section breaks, if necessary.
- Step 2. Place the insertion point anywhere in the section where you wish to change the format.
- Step 3. From the **File** menu, choose **Page Setup**.
- Step 4. From the **Page Setup** dialog box, select the **Margins** tab.
- Step 5. Make any desired changes to the margins.
- Step 6. In the **Apply to:** section, ensure **This section** is selected.
- Step 7. Choose **OK**.



The **Apply to** drop-down menu defaults to the choice **This section**. If left at the default, any changes made in this box will apply only to the current section. This drop-down menu can be changed to have formatting applied to **This point forward** or **Whole document**.



It may not always be necessary to change the margins in a document. If your goal is to make paragraphs stand out from other paragraphs, it is recommended to simply change the paragraph indentation of the current or selected paragraphs. This will reduce the number of section breaks in your document. See page 57 for more information on paragraph indentations.



# Managing Views and Navigating through Documents

*In this lesson, you will learn the skills necessary to:*

- ✓ *View your document in Normal, Web Layout, Print Layout, and Outline views.*
- ✓ *Change the Zoom percentage.*
- ✓ *Move through the document using the keyboard.*
- ✓ *Use Go To.*
- ✓ *Use the scroll bars.*
- ✓ *Use the Browse by Object feature.*
- ✓ *Manage multiple open documents.*
- ✓ *Arrange multiple windows.*

## View Options

There are many ways to look at the same document. The view buttons in the lower left of the screen allow you to quickly switch between views. The Document Map is also a great way to navigate through a long document using milestones such as styles.

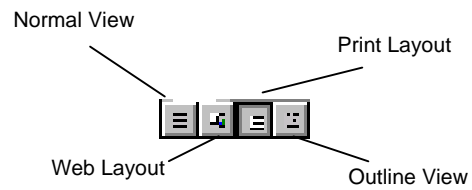
<b>View</b>	<b>Description</b>	<b>Use When</b>
<b>Normal</b>	Displays the document in a “draft” format; does not display the images, columns, headers and footers, and top and bottom margins.	Viewing or editing the document text on the screen.
<b>Web Layout</b>	Displays the document, as it would be viewed if formatted as a web page.	Verifying the formatting of a document that will be posted to the web.
<b>Print Layout</b>	Displays the document as it will print; all elements of the document will display, including images, headers and footers, and top and bottom margins.	Editing and finalizing the document.
<b>Outline</b>	Displays the outline structure embedded in your document, so you can quickly see and change the way your document is organized.	Rearranging paragraphs or sections of the document.
<b>Document Map</b>	Displays mileposts (headings, index entries, etc.) that the program finds in your document in the map at the left edge of the screen. These entries can be used as hyperlinks to jump to different parts of the document. The Document Map can be turned on in the View menu.	Navigating through your document to different headings or sections.

## How to Change the View

Step 1. From the **View** menu, choose the desired view as described in the previous table

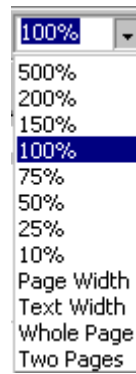
or

From the **Horizontal Scroll Bar**, choose the desired view button.



# Zoom

The **Zoom** button on the Standard toolbar allows you to see more or less of your document as you work. Depending on the view that you are in, the choices on the Zoom button will vary. For example, **Whole Page** is not available if you are working in *Normal View*.



# Navigating Using Keyboard Shortcuts

Like many other Windows applications, Word provides keyboard shortcuts, which can be used to move through a document.

## How to Move the Insertion Point Using Keyboard Shortcuts

<b>To Move</b>	<b>Press</b>
One character to the left	<i>Left arrow</i>
One character to the right	<i>Right arrow</i>
One word to the left	<i>Ctrl + Left arrow</i>
One word to the right	<i>Ctrl + Right arrow</i>
One paragraph up	<i>Ctrl + Up arrow</i>
One paragraph down	<i>Ctrl + Down arrow</i>
Up one line	<i>Up arrow</i>
Down one line	<i>Down arrow</i>
To the end of a line	<i>End</i>
To the beginning of a line	<i>Home</i>
Up one screen	<i>Page Up</i>
Down one screen	<i>Page Down</i>
To the previous object (selected in the browse by area)	<i>Ctrl + Page Up</i>
To the next object (selected in the browse by area)	<i>Ctrl + Page Down</i>
To the end of the document	<i>Ctrl + End</i>
To the beginning of the document	<i>Ctrl + Home</i>

# Using Go To to Navigate within a Document

There are several shortcuts to moving around a document quickly. In addition to using keyboard shortcuts as described in the previous section, you can also use the **Go To** feature.

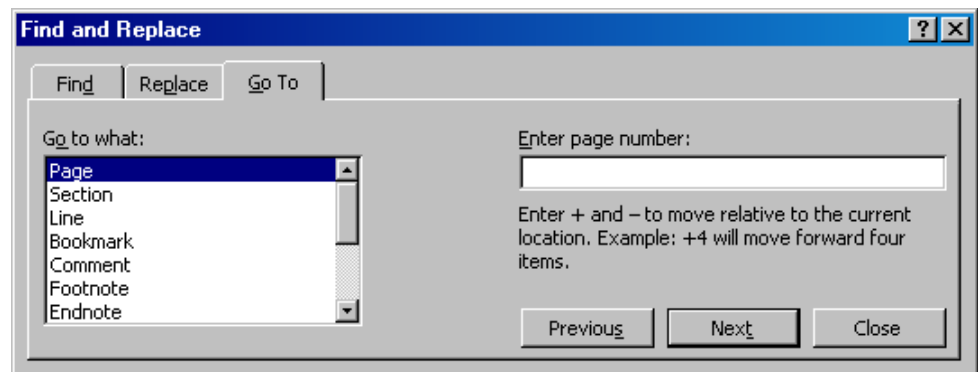
## How to Use the Go To Feature

Step 1. From the **Edit** menu, select **Go To**

or

Press **Ctrl + G**

A dialog box similar to the following will appear:



Step 2. In the **Go to what** list box, choose the desired object.

Step 3. In the **Enter number** box, enter the number of the object selected in Step 2.

Step 4. Choose the **Go To** button. Once you type a number in the **Enter number** box, the **Next** button changes to **Go To**.

Step 5. Choose **Close**.



## Scroll Bars

Vertical and horizontal scroll bars are displayed on the screen. The vertical bar is located to the right of the document window, and is used to move up and down through the document. The horizontal bar is located at the bottom of the window and allows movement to the left or right of the line. Using the mouse to access the scroll bars is a convenient way to move quickly through a document.

The horizontal scroll bar, which displays across the bottom of the document window, is shown below:



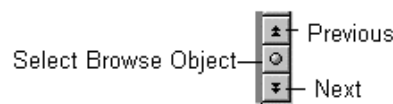
Mouse Action	Document Movement
Single click on an arrow on the horizontal scroll bar	Moves the document view to the left or right of the line.
Single click on an arrow on the vertical scroll bar	Moves the document view one line at a time.
Click and hold on an arrow	Scrolls the document view (dependent on how long you hold the mouse button down).
Single click on either side of the scroll box	Moves the document view one screen at a time.
Drag the gray box on the scroll bar	Moves the document view much larger distances; note the page display change as you drag the box.



Using the scroll bars does not reposition the insertion point. The scroll bars only change what part of the document is in view. Click the left mouse button on the desired page to move the insertion point to that location.

## Browsing by Object

By default, the **Previous** and **Next** buttons on the vertical scroll bar move from page to page in the document. By using the **Select Browse Object** ball you can move easily to many other objects in the document. For example, you can move from heading to heading, table to table, or footnote to footnote to help locate objects in a long document. When one of these objects is selected using the Select Browse Object ball, then the double-arrows on either side will turn blue. The blue arrows will then allow you to jump to the previous or next specified object in the document.

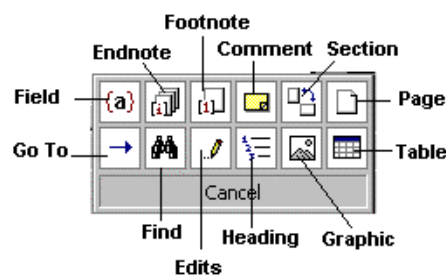


### How to Use the Select Browse Object Ball

When using the **Select Browse Object** ball, you may browse through your document in many ways. When the **Previous** and **Next** buttons are black, you are browsing by page. When the Previous and Next buttons are blue, you are browsing by some other option. You may need to reset the Select Browse Object back to Page if you are browsing by a different option or using Find/Replace/Go To.

Step 1. In the **Browse By** area, choose the **Select Browse Object** button.

The following graphical menu will appear:



- Sep 2. From the menu, select the object you wish to browse by.
- Step 3. Choose the **Previous Object** or **Next Object** buttons to move through the document.

# Managing Multiple Documents

In Word, you may have multiple documents open at one time. The Window menu contains a list of the open documents. You can use this list to switch between open documents. The menu also contains the commands used to arrange multiple documents on your screen simultaneously so that you can view more than one document at a time or you can view different parts of the current document simultaneously.

## How to Select an Open Document

Step 1. Choose **Window** from the menu bar.

A menu similar to the following will appear:



Step 2. Select the document you want to switch to from the list in the menu.



If you have more than nine documents open, use the **More Windows** option from the **Window** menu to view additional documents.

## How to Arrange Multiple Windows

Step 1. From the **Window** menu, choose **Arrange All**.



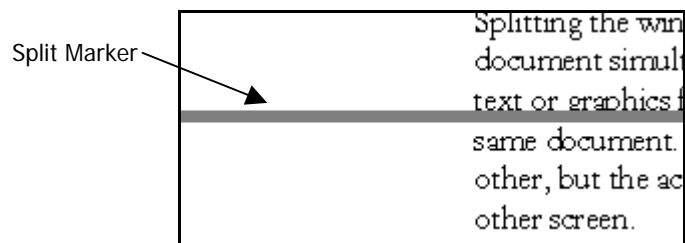
The document arrangement will depend on how many documents you have open simultaneously. For best results, have no more than two or three documents open when you use the **Arrange All** feature.

## How to Split the Window

Splitting the window allows you to view two different parts of the same document simultaneously. This is beneficial when you want to move or copy text or graphics from one location in a document to another location in the same document. The copies of the document move independently of each other, but the actions you perform in one screen will also be performed in the other screen.

Step 1. From the **Window** menu, choose **Split**.

Your mouse cursor will turn into the split:



Step 2. Position your mouse where you want the split to occur and click.

Step 3. Once your window has been split, perform any viewing, copying, or moving as desired.



To move or copy text between parts of a long document, split the window into two panes. Display the text or graphics you want to move or copy in one pane and the destination for the text or graphics in the other pane. Then perform the move or copy as necessary.

## How to Remove the Split

Step 1. From the **Window** menu, choose **Remove Split**.



The **New Window** option on the Window menu does the same thing as the **Split** feature, but instead of splitting the current screen in two, it opens a copy of the current document into another window. You would then have to arrange them using the **Arrange All** feature to see both copies of the document.



## On-line Help

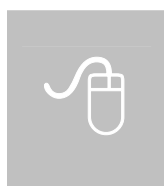
*In this appendix, you will learn the skills necessary to:*

- ✓ *Understand the on-line help options available in Word 2000.*

# Understanding On-line Help Options

Word provides an on-line help feature for your assistance. The **Help** menu provides several ways for you to access useful information.

Option	Description
<b>Microsoft Word Help</b>	Activates a dialog box in which you can type a question, word, or phrase that identifies the topic or question for which you need more information.
<b>Show the Office Assistant</b>	Displays or hides the <b>Office Assistant</b> . When displayed it allows you to ask questions and provides a list of help pages related to your question.
<b>What's This?</b>	Offers help on certain screen elements by allowing you to click on the specific screen element to display a pop-up definition of the feature.
<b>Office on the Web</b>	Allows you to link directly to a number of Microsoft web sites to get information about Microsoft products.
<b>WordPerfect Help</b>	Lists information on WordPerfect commands and the Word equivalents to assist WordPerfect users make the transition to Word.
<b>Detect and Repair</b>	Activates the Microsoft Windows installer to detect and repair problems associated with installed Microsoft Office 2000 programs, such as missing files and registry settings. <i>It does not repair personal files, such as documents or worksheets.</i>
<b>About Microsoft Word</b>	Provides copyright and system information related to Word 2000.



While exploring topics in the **Microsoft Word Help** feature, you may notice dotted-underlined words or phrases. Clicking on these underlined words will display a definition box, which gives a definition of the underlined word. To remove a definition box, simply click outside the box.



# Using AutoCorrect

*In this appendix, you will learn the skills necessary to:*

- ✓ *Understand AutoCorrect options.*
- ✓ *Add formatted and non-formatted entries.*
- ✓ *Add foreign characters as entries.*

# Using AutoCorrect

One of the most powerful editing tools available in Word is **AutoCorrect**. While nearly invisible, it follows you around as you work, fixing spelling mistakes you are most likely to make. Adding your own entries makes the feature even more powerful. It can not only correct misspellings, but can add large formatted or unformatted blocks of text to your document automatically. Special characters such as symbols can also be added to AutoCorrect. This is most easily accomplished through the **Insert | Symbol** menu.

By default, AutoCorrect will:

- Correct TWo INitial CAPitals.
- Capitalize the first letter of each sentence.
- Capitalize the days of the week, e.g., Monday (but not Mon.).
- Correct accidental usage of the Caps Lock key.
- Replace character strings like (c) with ©.

To try some of the built-in AutoCorrect features, type the sentences as shown below:

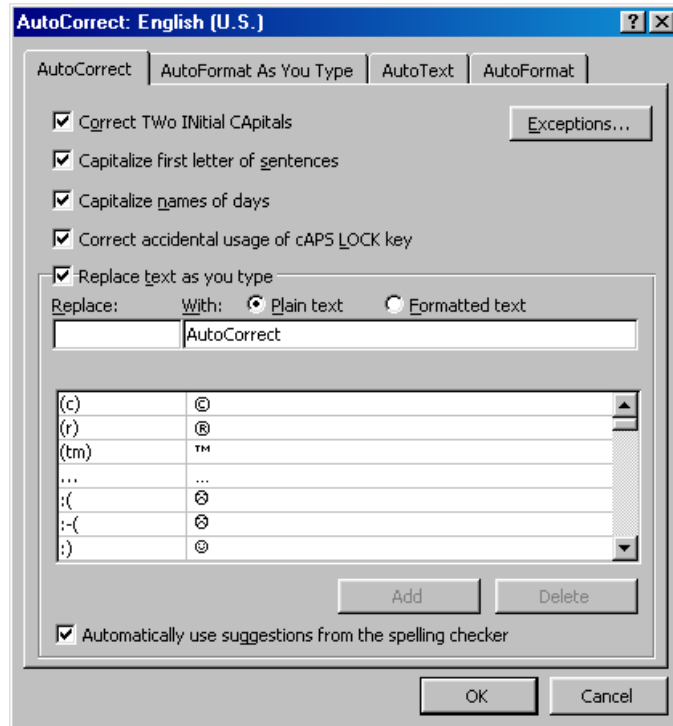
*you should of been there. you wouldnt beleive how naive she is.*

Notice that the word “of” is automatically changed to “have”, and capitalization, spelling, apostrophes, and accents are corrected.

## How to Add AutoCorrect Entries

Step 1. From the **Tools** menu, choose **AutoCorrect**.

The following dialog box will appear:



Step 2. In the **Replace** box, type the misspelling or text to be replaced.

Step 3. In the **With** box, type the correct or desired text.

Step 4. Choose **Add**.

Step 5. Choose **OK** to close the AutoCorrect dialog box.

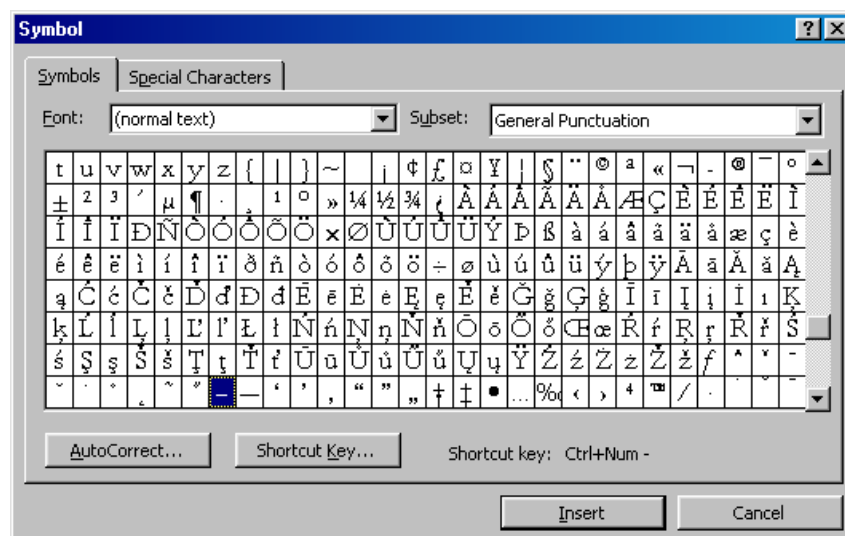
## How to Add Formatted Text as an AutoCorrect Entry

- Step 1. Select the text block that you would like to make into an AutoCorrect entry.
- Step 2. From the **Tools** menu, choose **AutoCorrect**. Notice that the text you selected is automatically displayed in the **With** box.
- Step 3. In the **Replace** box, type the shortcut text that you want to use to access the block of text. Make sure that this is text that you wouldn't normally type.
- Step 4. Verify that the option **Formatted text** is selected.
- Step 5. Choose **Add**.
- Step 6. Choose **OK** to close the AutoCorrect dialog box.

## How to Add Foreign Characters as AutoCorrect Entries

- Step 1. From the **Insert** menu, choose **Symbol**.

The following dialog box will appear:



STEPS CONTINUE ON NEXT PAGE



- Step 2. Locate the symbol that you would like, and choose the **AutoCorrect** button. Notice that the symbol you selected is automatically displayed in the **With** box.
- Step 3. In the **Replace** box, type the keystroke combination that you want to type to access the symbol.
- Step 4. Choose **Add**.
- Step 5. Choose **OK** to return to the Symbol menu.



It is not possible to use AutoCorrect entries within a word. AutoCorrect entries must be words themselves.

## How to Use your AutoCorrect Entries

- Step 1. With your cursor at the desired location, type the AutoCorrect “*Replace*” text or shortcut.
- Step 2. Press the *space bar*, *Enter* key, or *Tab* key to have Word evaluate the previous word and make the correction.



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