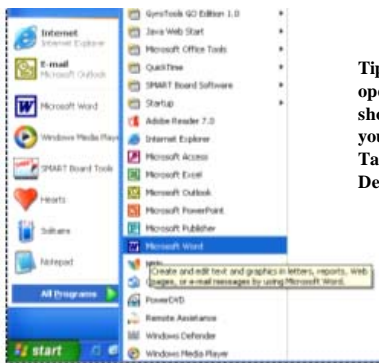
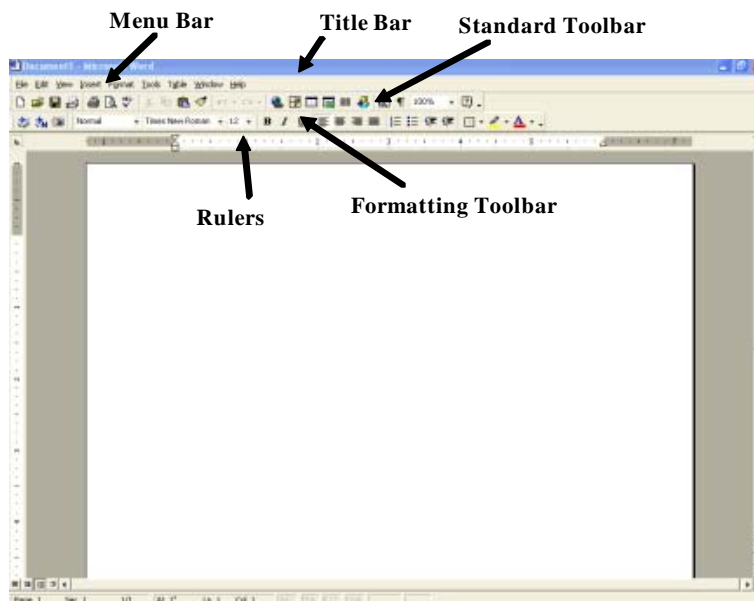


## Open Word

1. Click on the "Start" button located on the Task Bar
2. Highlight "All Programs"
3. Click on "Microsoft Word"



**Tip:** You can use a shortcut to open your Word program. The shortcut might be located in your Quick Launch area on the Task Bar or right on your Desktop.



## **Entering Text**

When you begin typing in Word your text will appear in the default font and size (Font: Times New Roman, Size: 12).

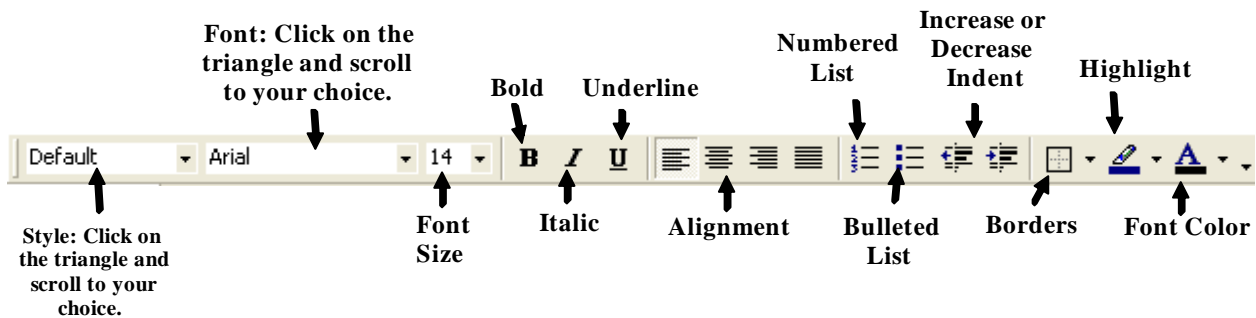
If you do not see the toolbars show in the picture above click on the VIEW MENU > Toolbars and select "Standard" and "Formatting."

## **Formatting and Editing Text**

You might want to change the appearance or format, of the text. The Formatting Toolbar will help you make changes to your text. To format or edit text, you must first highlight the text you wish to format. The easiest way to highlight or select, is to click and drag over the text you want to change. To link to a table of other ways to select text and graphics click on the link below.

TIP: If you forget what each tool does, just rest your mouse over the tool icon without clicking and a pop-up box will list its function.

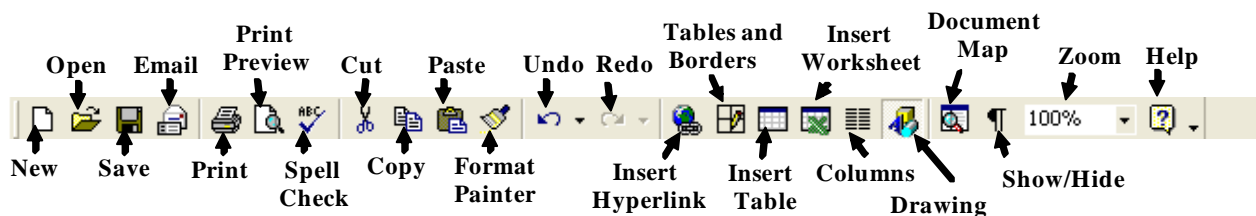
### The Formatting Toolbar



TIP: The double arrows (>>) on your toolbars represent tools that have not been recently used or do not fit on the toolbar. If you do not see all the tool icons shown above, click on the double arrows and you will see the tool icons. (Once you use them, they will appear on your toolbar.)

### The Standard Toolbar

The Standard Toolbar will help you with various editing functions as well as opening, saving and printing.



## Create a New Document

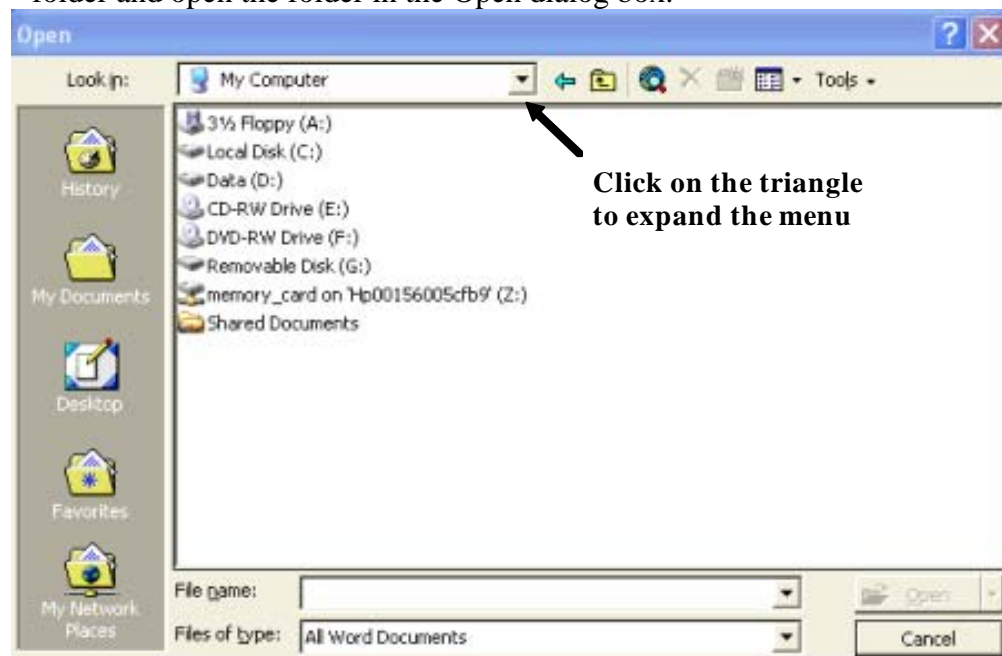
Opening Word will automatically open a new document. If you want to open an existing document or create a new document follow the directions below.

### Create a New Blank Document

1. Click on the FILE MENU and select “New.”
2. Click the General tab, and then double click the Blank Document icon. You can also click on the New Blank Document icon on the Standard toolbar.

### Open a Saved document from a specified location

1. Click the Open icon (it looks like a folder that is opening) on the toolbar or Click on the FILE MENU and select “Open”
2. Navigate to the document you want to open through the dialog box. (See below) If you want to open a document that was saved in a different folder, navigate to the folder and open the folder in the Open dialog box.



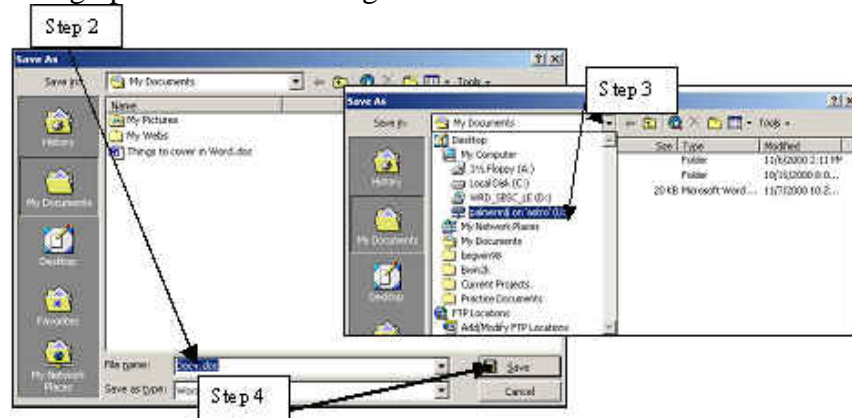
3. Double-click on the document or folder you want to open or select it (single click) and click on the **Open** button.

### Saving a File to Specified Location

### To Save an unnamed document

1. Click the Save icon on the Standard toolbar -or- click on the FILE MENU > Save
2. In the File Name box, type a name for the document.
3. Find your Network Volume also known as your U: Drive
4. Then open My Documents
5. Click **Save**

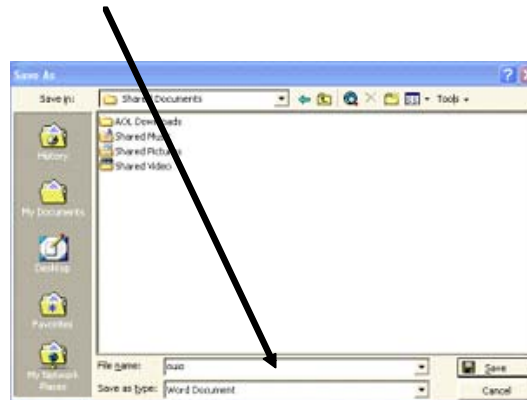
When you initially save a document you are prompted to do a “Save As” even though you may have clicked “Save.” Once a document is saved and has been given a name, clicking “Save” will not bring up a “Save As” dialog box.



### Know the Difference Between Save and Save As

If you need to make a copy of a document, use the “Save As” feature. Click on the FILE MENU > Save As

Be sure to give your “copy document” a different name if you are saving it in the same location as your original document or your copy will overwrite your original.



**TIP:** Make sure you are able to retrieve your documents by using descriptive document names (“spelling test” rather than “test”). Create folders to file documents of a like nature for easy organization within your user drive (U: Drive).

### Use Help

### **To get help from Word 2000**

Use the Microsoft Word Help (located in the HELP MENU)

### **Use the Office Assistant**

The Office Assistant first appears in Word as a paper clip. You can hide the Office Assistant (right click on the Office Assistant and select "Hide") or change its appearance (right click on the Office Assistant and select "Choose Assistant")

### **Office Assistant Help**

Left Click on the Office Assistant to receive help

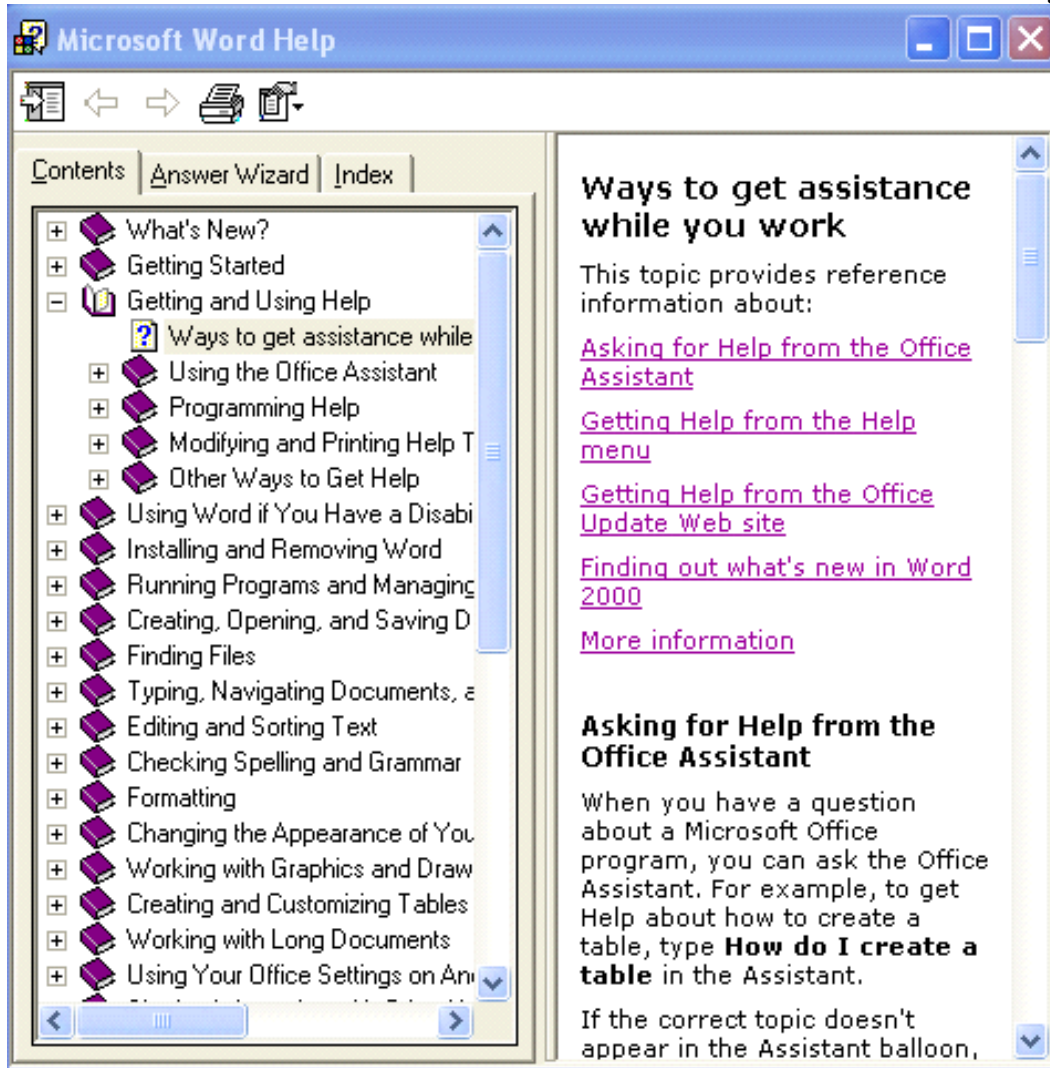
1. Enter keywords or a question in the field located above the options and search buttons.
2. Click on the **Search** button to narrow your topic. Several possible topics will appear.
3. Click on the **blue** button in front of the topic you would like to see. Word Help will open to the topic.

### **Word Help**

Word will also provide help if you have hidden the office assistant.

1. Click on the HELP MENU > Microsoft Word Help
2. This will activate the Office Assistant. If you have turned off the office assistant then this action will bring up the Microsoft Word Help shown in the picture below.

Proceed as described in the above section



Notice the TABS (Contents, Answer Wizard, and Index). Choose a method to search by clicking on one of the Tabs. Note: Click on a book under the Contents tab to expand the topic and view subtopics. Click on a subtopic and it will appear in the right frame.

## Cut, Copy and Paste

To use the cut, copy and paste features, you must understand the following terms.

**Clipboard:** A temporary storage area that holds text or graphics that have been cut or copied. The paste feature does not remove the item from the clipboard, that way it is available for pasting multiple times. **Cut:** To remove text or a graphic from one location and place it on the clipboard for use in another location **Copy:** To make a copy of text or a graphic on the clipboard and keep the original in its same location **Paste:** To take text or a graphic from the clipboard and insert it in another location.

## Move or Copy an Item a Short Distance within the Document

Select (highlight) the item you want to move or copy.

Do one of the following:

- To move the item, drag the selection to the location you want
- To copy the item, hold down the CTRL key as you drag the selection

**Note:** You can also move or copy items by holding down the right mouse button and dragging the selection. When you release the mouse button, a shortcut menu shows the available options for moving and copying.

## Move or Copy an Item a Long Distance or to Another Document

Select the item you want to move or copy. Do one of the following:

- To move the item, click Cut on the Standard toolbar
- To copy the item, click Copy on the Standard toolbar.

If you want to move or copy the item to another document, switch to that document.

- Click where you want the item to appear.
- Click Paste on the Standard toolbar -or- Click on the EDIT MENU > Paste

TIP: Use keyboard shortcuts to cut, copy, and paste

Cut: Ctrl - X

Copy: Ctrl - C

Paste: Ctrl - V

## Perform Basic Formatting

### Entering Text

When you begin typing in Word your text will appear in the default font and size (Font: Times New Roman, Size: 12). Note: To activate your Number Key pad, press the Num Lock key.

If you do not see the following toolbars click on the VIEW MENU > Toolbars and select "Standard" and "Formatting."

## Use Page Setup

To determine the document appearance or change the margins, layout, paper size, or paper source of your document click on the FILE MENU > Page Setup

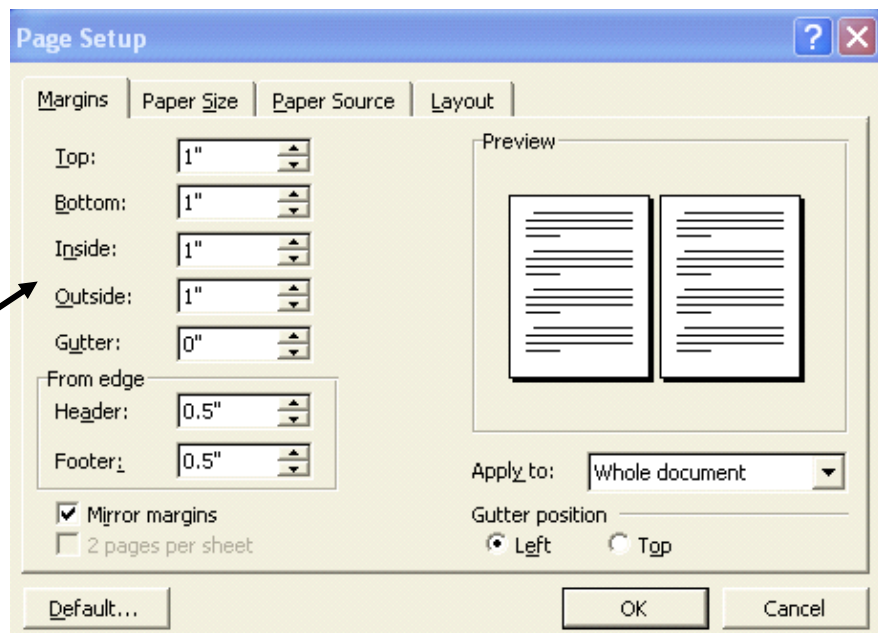
### Margin Tab

Click on the up or down arrows next to each margin field or highlight the existing size and type the new margin size

Leave "Mirror margins" selected if you are binding the document.

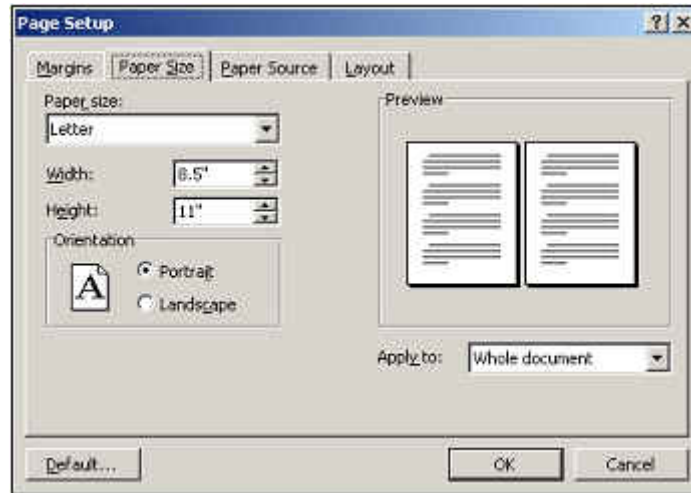
Be sure to select "Apply to" Whole Document if you want consistency throughout the entire document.

**NOTE: If "Mirror Margins" is not checked "Inside" and "Outside" will change to "Left" and "Right"**



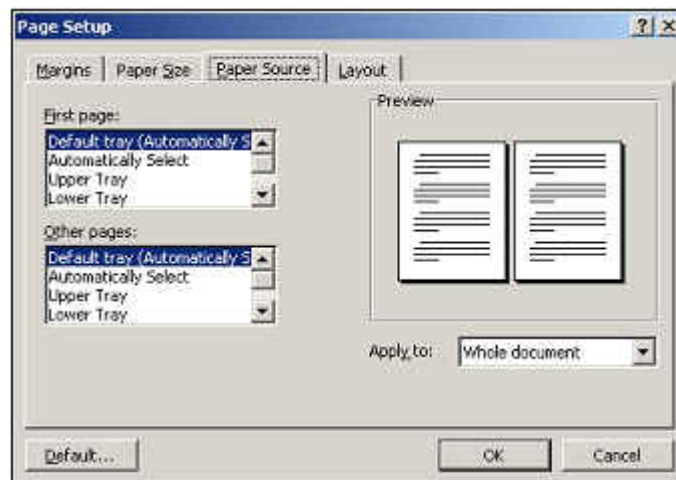
## Paper Size Tab

Paper Size Tab: Select the correct paper size (legal, letter, etc.) and orientation (portrait or landscape). Be sure you select “Apply to” Whole Document for consistency throughout the your entire document.



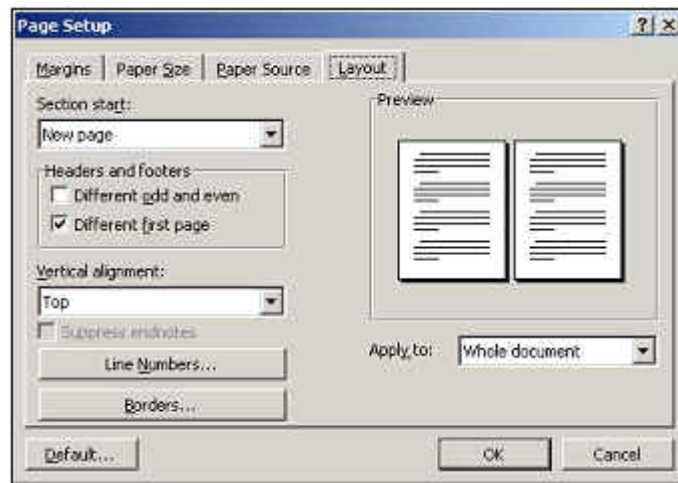
## Paper Source Tab

The paper source tab will allow you to select different paper trays on your printer for different pages of your document. This is a nice feature if you want the first page to be a different color!



## Layout Tab


The layout tab allows you to configure the headers and footers and the vertical alignment of your document.



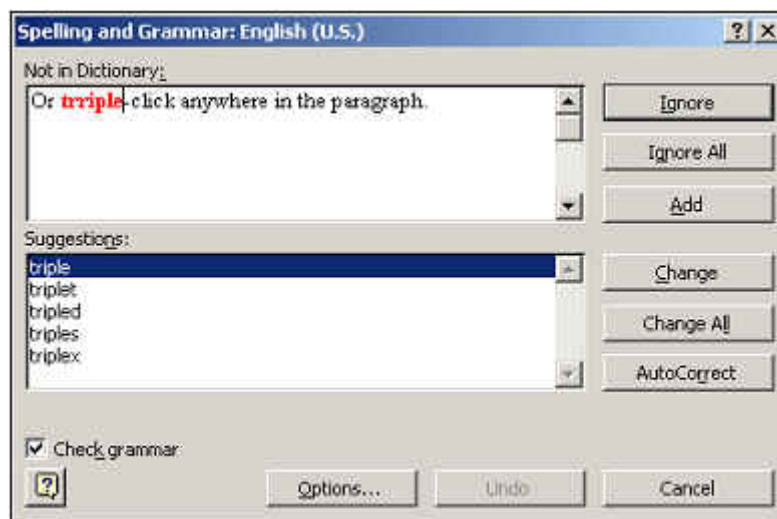
When you have finished setting up your document, click on the **OK** button.

## Use Spelling and Grammar Features

There are four ways to check the spelling of your document

1. Right click on a word with a red or green wavy underline and select a suggested word or correction from the pop-up menu list.
2. Click the Spelling and Grammar  button on the Standard toolbar
3. Click on the TOOLS MENU > Spelling and Grammar
4. Press the F7 key.

Number two, three or four will spell check the entire document or selected (highlighted) area. A window will open that requires your input.



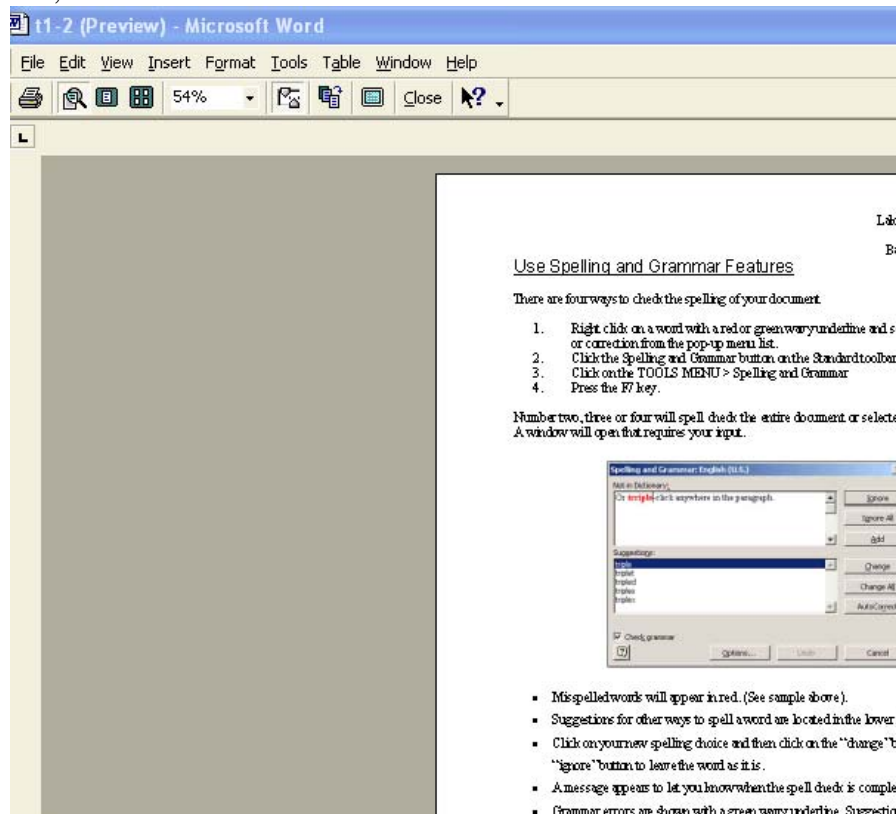
- Misspelled words will appear in red. (See sample above).
- Suggestions for other ways to spell a word are located in the lower field.
- Click on your new spelling choice and then click on the “change” button. Click on the “ignore” button to leave the word as it is.
- A message appears to let you know when the spell check is complete.
- Grammar errors are shown with a green wavy underline. Suggestions for corrections will appear in the Spelling and Grammar dialog box during the spelling and grammar check or when you right click on the green wavy line.
- Do not click the add button unless you are sure that the word is properly spelled and you want to add it to the dictionary.
- If you click the “AutoCorrect” button, Word will make changes without consulting you. Do not use this button unless you trust those changes to be correct.

## Use Print and Print Preview

### Print Preview

To check your document's appearance use the print preview feature

1. FILE MENU > Print Preview
2. This will open the Print Preview window. To exit Print Preview and return to your document, click **Close**



The screenshot shows the Microsoft Word Print Preview window. The title bar reads "t1-2 (Preview) - Microsoft Word". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, and Help. The toolbar shows icons for Print, Copy, Paste, and Close, along with a zoom level of 54%. The document content is displayed in a preview format. On the right side, there is a section titled "Use Spelling and Grammar Features" with a list of four methods to check spelling. Below this, a "Spelling and Grammar" dialog box is open, showing a list of suggestions for the word "triple". The suggestions include "triple", "triplet", "triples", and "triple". The "Change" button is highlighted. Below the dialog box, there is a list of four bullet points explaining the spelling check process.

Use Spelling and Grammar Features

There are four ways to check the spelling of your document.

1. Right click on a word with a red or green wavy underline and see or correction from the pop-up menu list.
2. Click the Spelling and Grammar button on the Standard toolbar.
3. Click on the TOOLS MENU > Spelling and Grammar.
4. Press the F7 key.

Number two, three or four will spell check the entire document or select a window will open that requires your input.

Spelling and Grammar: English (U.S.)

Add to Dictionary: On triple-click anywhere in the paragraph. Ignore Ignore All Add

Suggestions:

triple	Change
triplet	Change All
triples	AutoCorrect

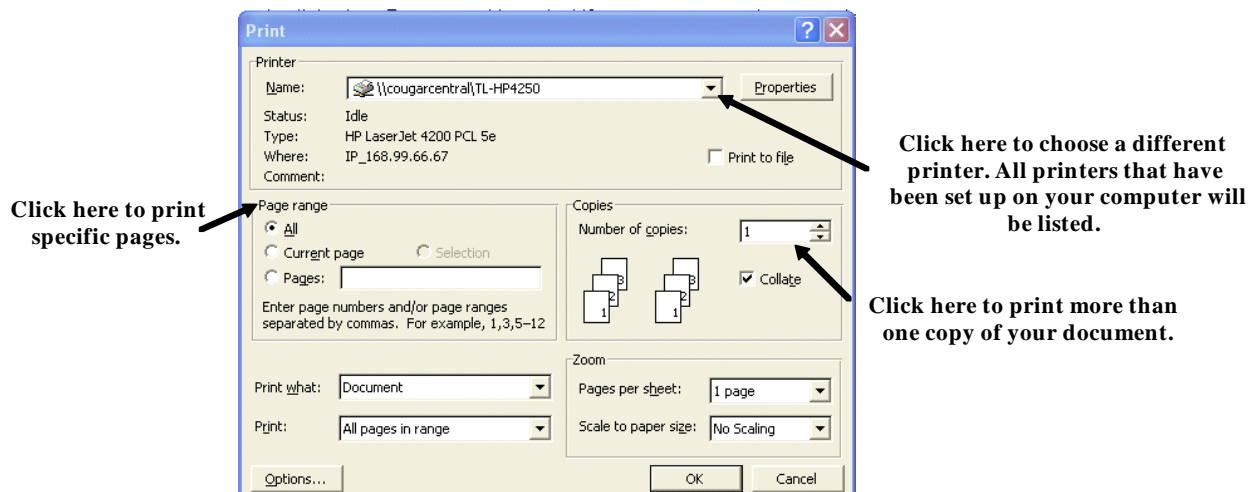
Check grammar. Update... Done Cancel

- Misspelled words will appear in red. (See sample above).
- Suggestions for other ways to spell a word are located in the lower part of the dialog box.
- Click on your new spelling choice and then click on the "change" or "ignore" button to leave the word as it is.
- A message appears to let you know when the spell check is complete.
- Grammar errors are shown with a green wavy underline. Suggestions

## Print

Print your document using one of these methods

1. Click on the Print icon on the toolbar. This will print one copy without opening the print dialog box. Do **not** use this method if you want to customize your print job.
2. Click on the FILE MENU > Print. This will open the print dialog box and you can make choices about printing attributes.



## Cancel Printing

- If background printing is turned off, click **Cancel** or press ESC.
- If background printing is turned on, double-click the printer icon on the status bar (located on the bottom of your screen above the Task Bar).

**Note:** If you're printing a short document and background printing is turned on, the printer icon may not appear on the status bar long enough for you to click on it to cancel printing.

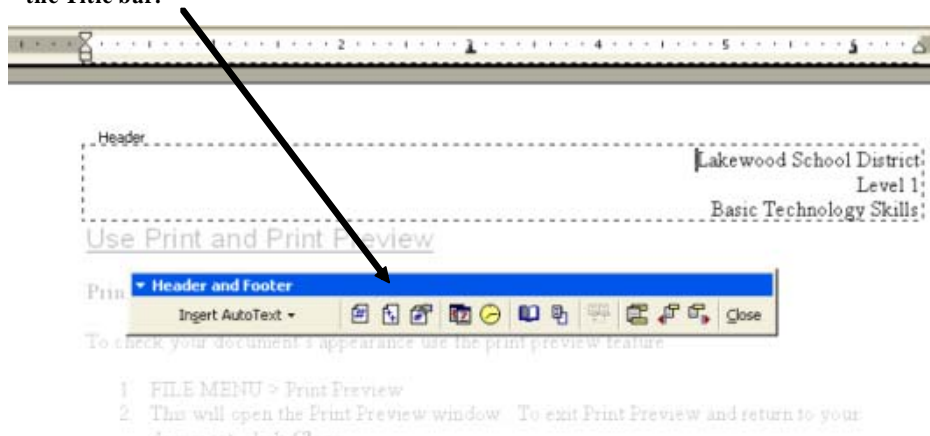
## Add a Header and Footer

**Header:** Text and/or graphics that appear at the top of all pages or selected pages of a document

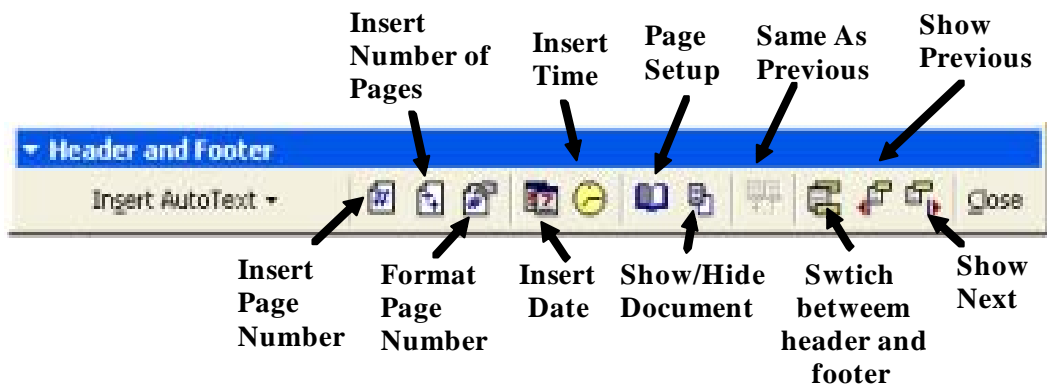
**Footer:** Text and/or graphics that appears at the bottom of all pages or selected pages of a document

To add a header or footer click on the VIEW MENU > Header and Footer

**Tip: Move the Header and Footer toolbar by clicking on the Title bar.**



### The Header and Footer Toolbar



While it is not necessary to know each tool, the list below may help clarify each tool's function

### Tool Function

*Insert Page Number* Click to insert the current page number, appears in the header of footer Number depending on where the cursor is located at the time you click

*Insert Number of Pages* Inserts the number of pages in the entire document  
Pages

*Format Page Number* Click to open the page format dialog box. Choose how you would like to format page numbers.

*Insert Time* Inserts the time the document is printed in the header or footer

*Insert Date* Inserts the date the document is printed in the header or footer

*Page Setup* Click to open the Layout tab of the Page Setup Dialog box.

*Show/Hide Document* Click to see the text and header/footer together (let's you see the Document header/footer - text relationship)

*Same As Previous* Click to let Word know you want this header/footer to be the same as the others in the section

*Switch Between Header and Footer* Click to switch between the header and footer

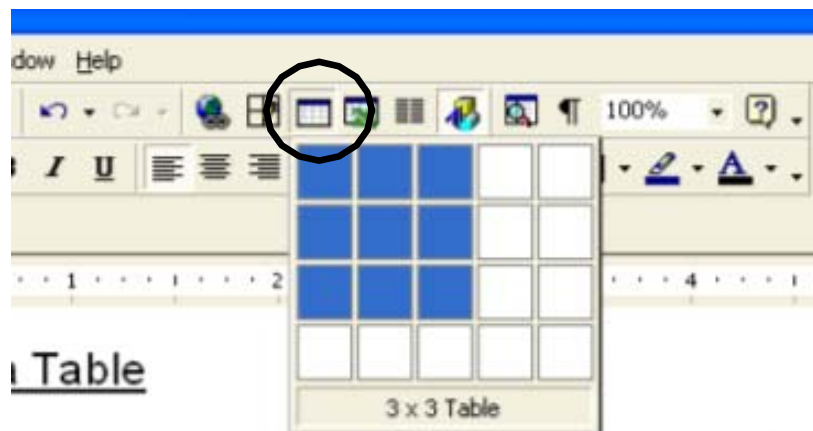
*Show Previous* Click to show the header/footer in the previous section (This only works if your document is divided into sections) *Show Next* Click to show the header/footer in the next section (This only works if your document is divided into sections)

## Insert a Table

Insert a table when you want to organize, group, or format data. Word tables are composed of cells, rows, and columns. We will cover two methods of creating tables in Word for technology competencies.

### **Tables: Method One**

1. Click on the “Insert Table” button on the Standard toolbar, drag across and down to select how many rows and columns you would like.



le when you want to organize, group, or format data. Word  
, and columns. We will cover two methods of creating table  
ies.

## Tables: Method Two

1. Click on the TABLE MENU > Insert > Table
2. Select the number of rows and columns



Click on the **OK** button when finished

**TIP:** Determine the AutoFit behavior

1. Fixed column width: All columns are the same width. Change or let Word do it automatically
2. AutoFit to contents: Cell width and height are fitted to the contents of the cell
3. AutoFit to Window: Use when working with Web documents, automatically resizes the table to the current window size

## Selecting Parts of a Table

You can format cells, rows, columns, or the entire table, but first, you must select the area to be formatted.

To Select	Do This
Entire table	Press Alt-5 (use the numeric pad with the num lock off) or click on the table move handle located above the upper left corner of the table. The cursor must be in a cell
Successive Cells A Row	Press Shift + Arrow key, or drag the pointer over the cells Position your mouse pointer to the outside of the left row border and click when the arrow appears
A Column	Position your mouse at the top of the column and click when the down-pointing arrow appears

Multiple Rows	Position your mouse pointer to the left of the first row that you want to select and click and drag up or down
Multiple Columns	Position your mouse at the top of the first column you want to select and when the pointing down arrow appears click and drag to the left or right
A Cell	Position your mouse pointer over the bottom-left corner of the cell and click when the arrow appears

## Moving Around in a Table

### Use These Keys To Move

- Tab To move to the next cell
- Shift + Tab To the previous cell
- Up arrow key to the previous row
- Down arrow key to the next row
- Left arrow key to the previous character
- Right arrow key to the next character
- Alt + Home to the first cell in the row
- Alt + End to the last cell in the row
- Alt + Page Up to the first cell in the column
- Alt + Page Down to the last cell in the column

## Merging Table Cells

You might decide to have one cell of your table span across columns or rows. You can tell Word to **merge cells**. See sample below.

Sample of a row of cells that have been merged		
Cell	Cell	Cell
Cell	Cell	Cell

To merge the cells, select the cells you want to merge and click on the TABLE MENU > Merge Cells

## Insert/Delete Rows or Columns in a Table

After you create a table you might need to add or delete rows or columns

To add rows or columns:

1. Click your mouse pointer in a cell that is above or below where you want to add the row or column
2. Click on the TABLE MENU > Insert > (Rows above or below, columns to the right or left)

3. If you select (highlight) multiple rows or columns, Word will add that number of rows or columns when you click on the TABLE MENU > Insert > (Rows above or below, columns to the right or left)

To delete rows or columns:

1. Select (highlight) the rows or columns you want to delete
2. Click on the TABLE MENU > Delete > (Rows, columns, or cells) – or – select and then press your delete or backspace key

To delete an entire table:


1. Select the table (see Selecting Parts of a Table above)

Click on the TABLE MENU > Delete > Table

## Insert a Graphic

You can choose to insert images from the Office Clip Art Gallery or from a file (on your hard drive, a CD-ROM, disk, etc.). We will cover two methods of inserting graphics.

### **Method One: Insert a Picture from the Clip Gallery**

1. Click the area where you want to insert clip art.
2. Click on the Insert Clip Art icon on the Drawing toolbar (if your Drawing toolbar is not showing, click on the VIEW MENU > Toolbars > Drawing), and then click the Insert Clip Art icon -or- You can also click on the INSERT MENU > Picture  a. Clip Art.
3. This will open the Clip Gallery. Click on a clip art category
4. Click on the picture you want, a menu will appear, and then click on the **Insert clip** button

Click on the top icon to insert a graphic from the Clip Gallery



When you are finished using the Clip Gallery, click the **Close (X)** button in the upper right corner of the Clip Gallery title bar.

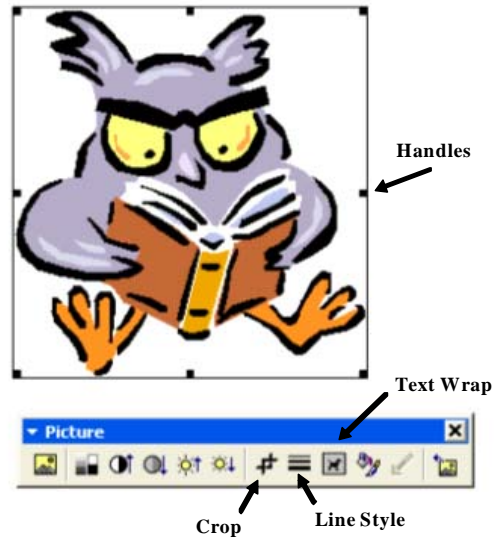
## Method Two: Insert a Picture from Another File

1. Click where you want to insert the picture
2. Click on the INSERT MENU > Picture > From File
3. Navigate to the picture you want to insert (on a CD-ROM, disk, your hard drive, etc.)
4. Double-click on the picture you want to insert

## To Resize a Graphic

1. Select the graphic by clicking on it (you will see handles).
2. Click and drag the handles to resize the graphic. Use the corner handle to resize the height and width at the same time.

The Picture toolbar will appear and you can then edit other clip art attributes



TIP: You can adjust how your text and graphic wraps by clicking on the Text Wrapping tool located on the Picture toolbar and selecting a wrapping method.

TIP: You can put a border around your graphic by clicking on the line style button and selecting a border width.

TIP: You can crop graphics by clicking on the crop button and then clicking and dragging a handle.