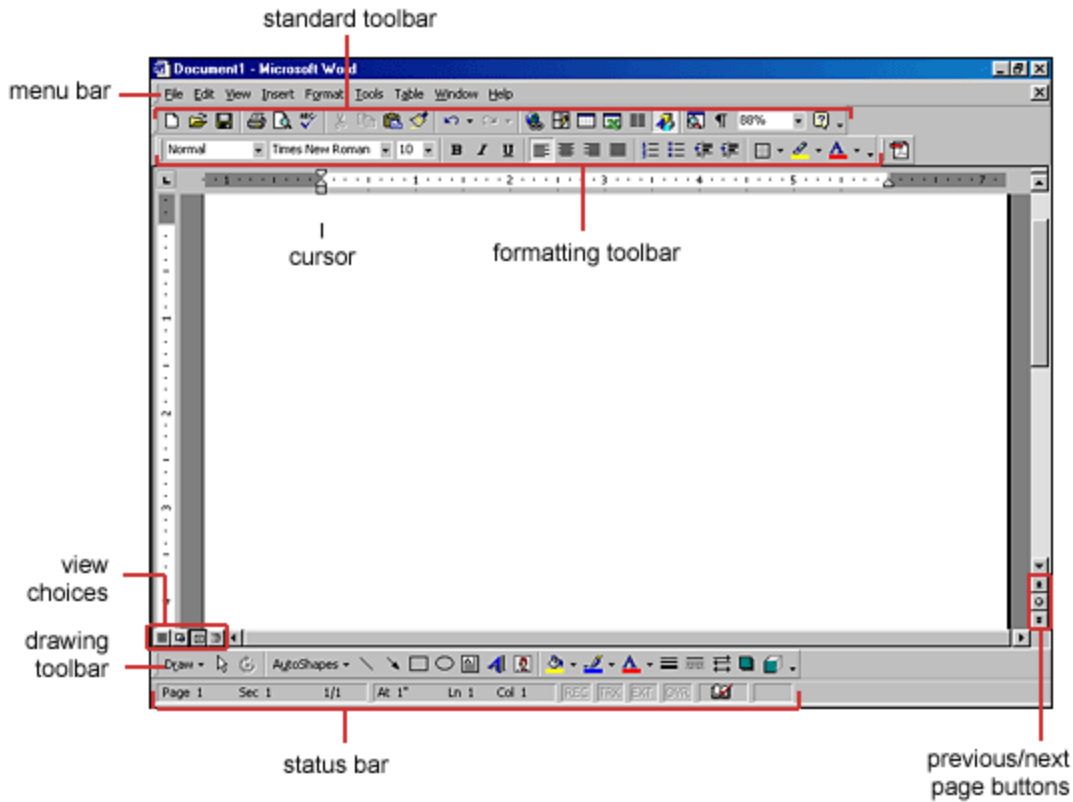


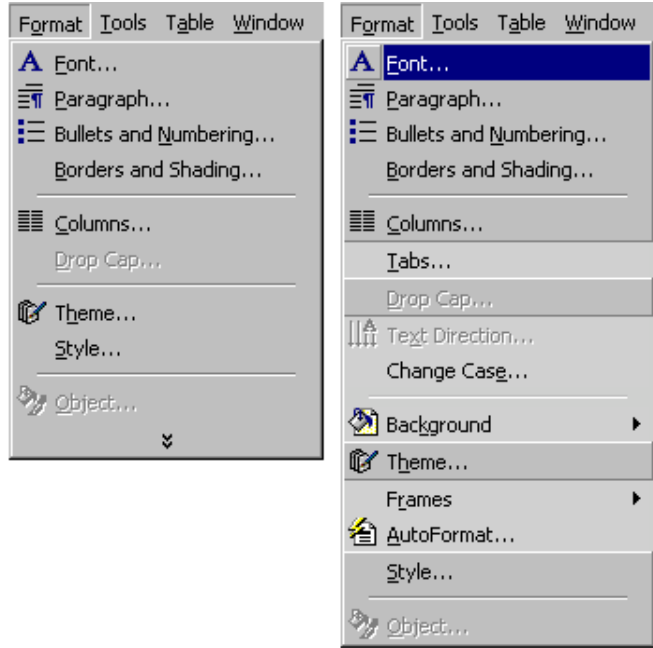
Microsoft Word 2000

Screen Layout



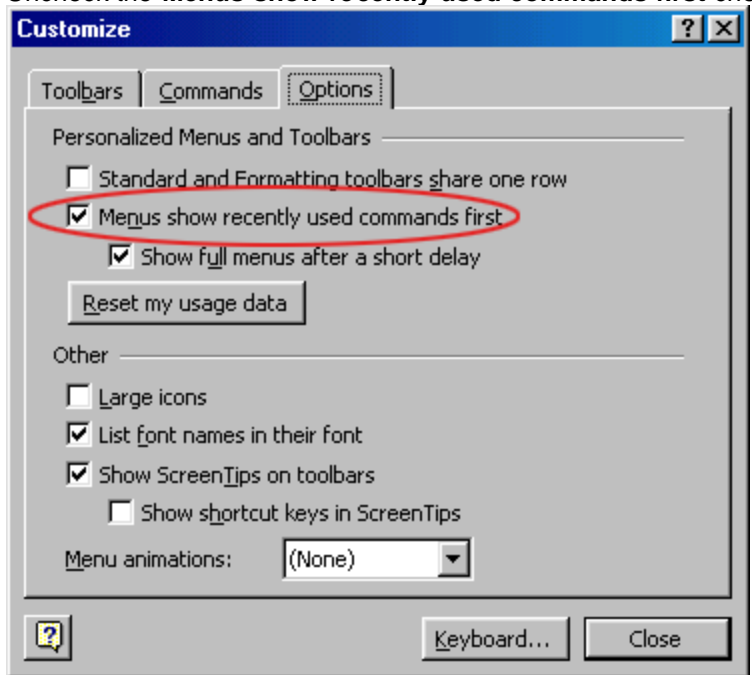
Menus

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



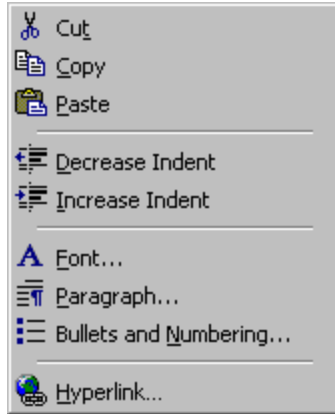
Follow the steps below to display menus similar to previous versions of Word with all the choices listed initially:

1. Select **View|Toolbars|Customize** from the menu bar.
2. Click on the **Options** tab.
3. Uncheck the **Menus show recently used commands first** check box.



Shortcut Menu

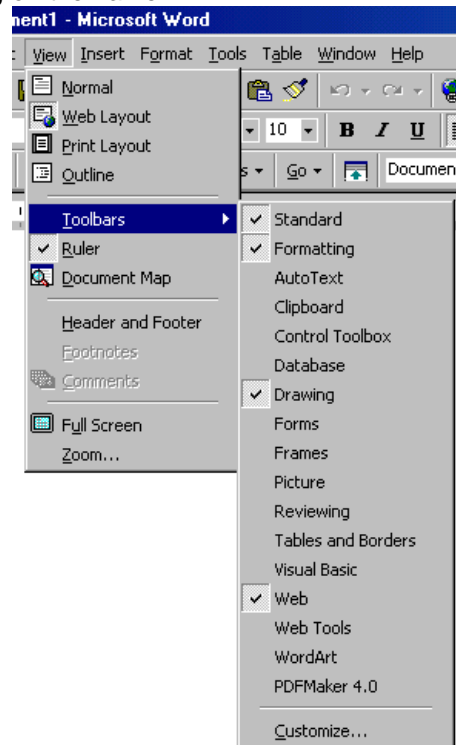
These features allow you to access various Word commands faster than using the options on the menu bar. View shortcut menus by right-clicking with the mouse. The options on this menu will vary depending on the element that was right-clicked. For example, the shortcut menu below is produced by right-clicking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



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

Toolbars

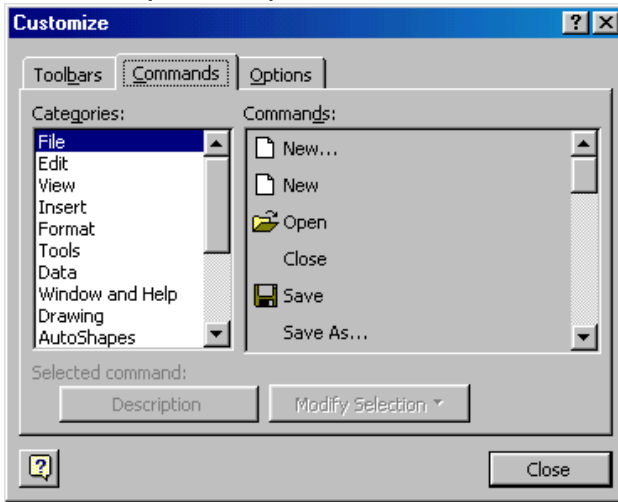
Many toolbars displaying shortcut buttons are also available to make editing and formatting quicker and easier. Select **View|Toolbars** from the menu bar to select the toolbars. The toolbars that are already displayed on the screen are checked. Add a toolbar simply by clicking on the name.



Customizing Toolbars


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

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




2. By highlighting the command categories in the **Categories** box, the choices will change in the **Commands** box to the right.
3. Select the command you would like to add to the toolbar by selecting it in the **Commands** box.
4. Drag the command with the mouse to the desired location on the toolbar and release the mouse button.
5. Remove a button from the toolbar by clicking and dragging the button off the toolbar.

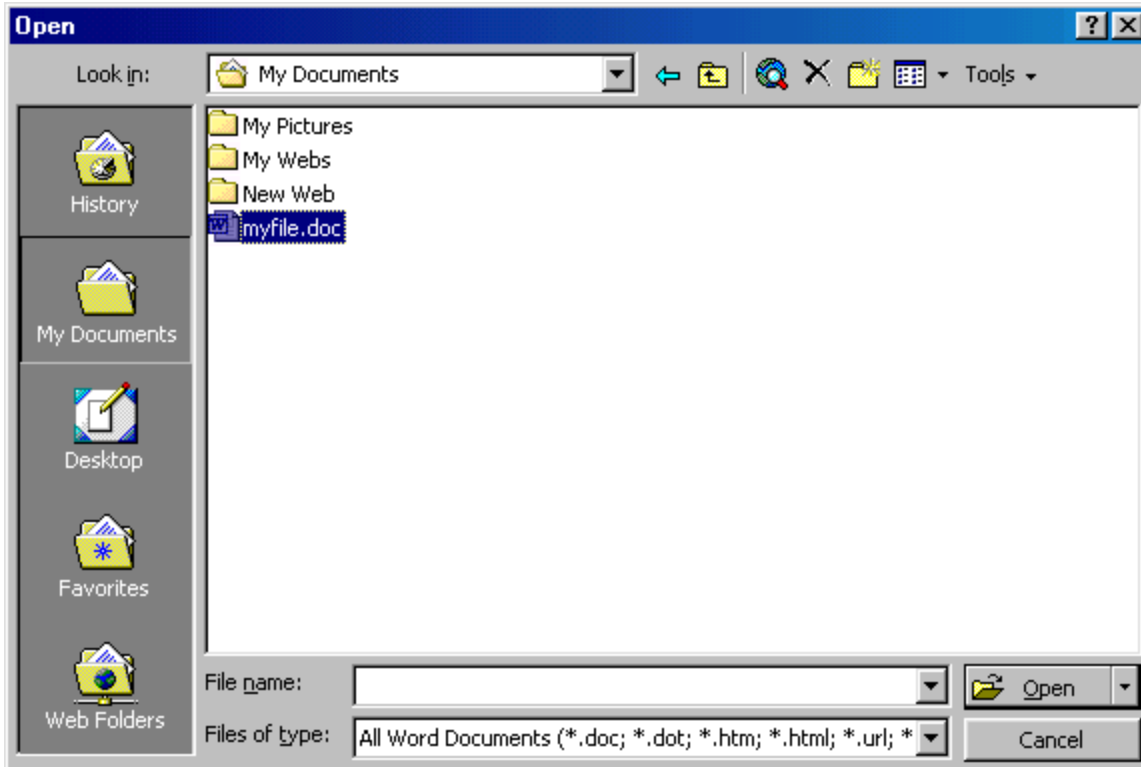
Create a New Document

1. Click the New Document button on the menu bar. 
2. Choose **File|New** from the menu bar.
3. Press **CTRL+N** (depress the **CTRL** key while pressing "N") on the keyboard.


Open an Existing Document

1. Click the Open File button on the menu bar. 
2. Choose **File|Open** from the menu bar.
3. Press **CTRL+O** on the keyboard.

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

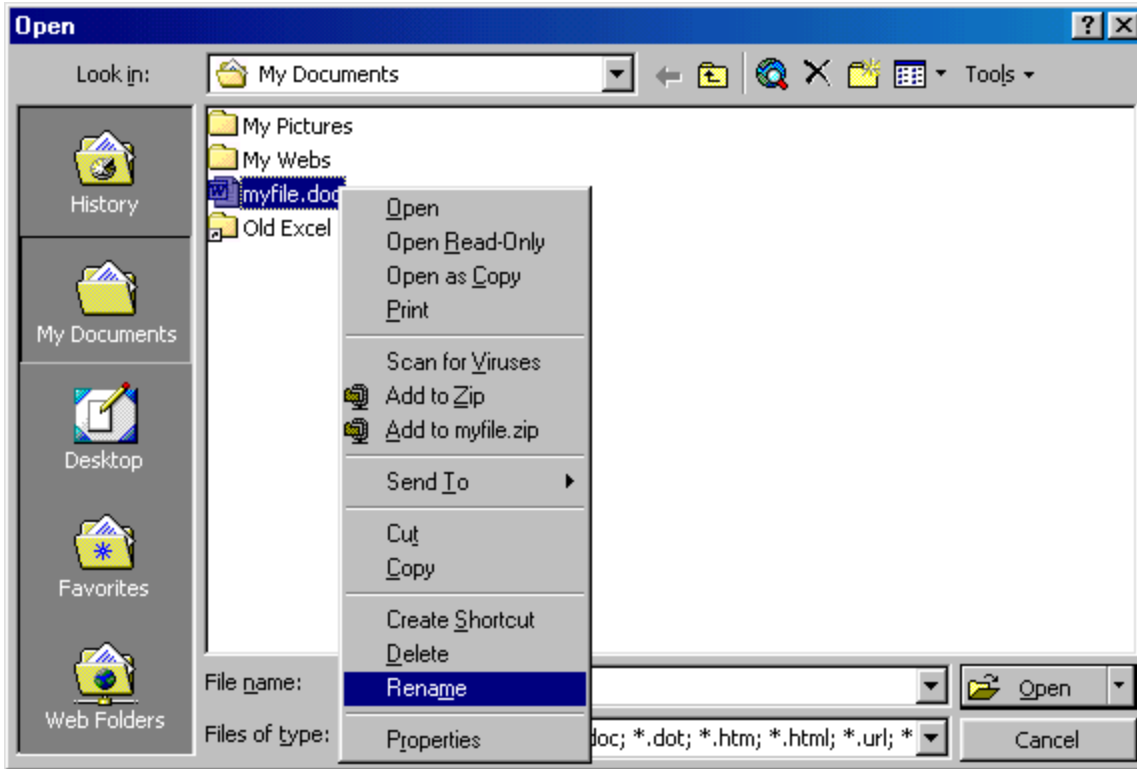


Save a Document

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

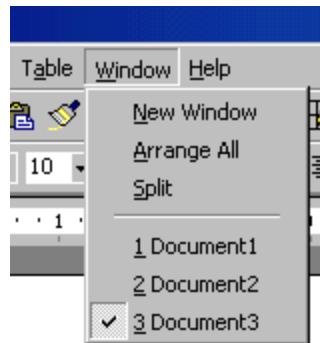
Renaming Documents

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




Working on Multiple Documents

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



Close a Document

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

Typing and Inserting Text

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

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

Selecting Text

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

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

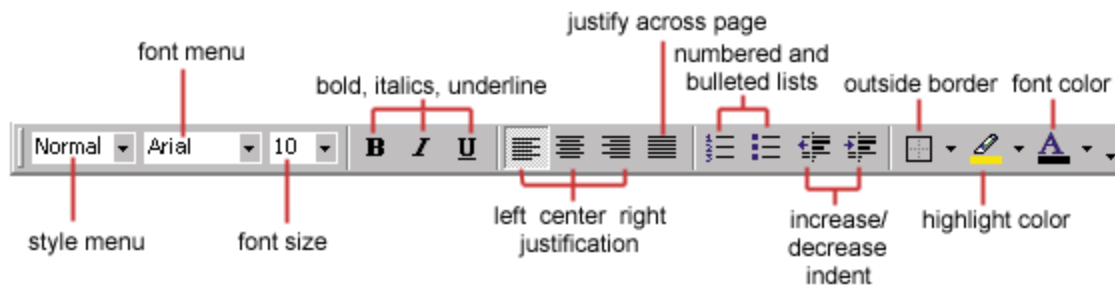
Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

Deleting text

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

Formatting Text

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



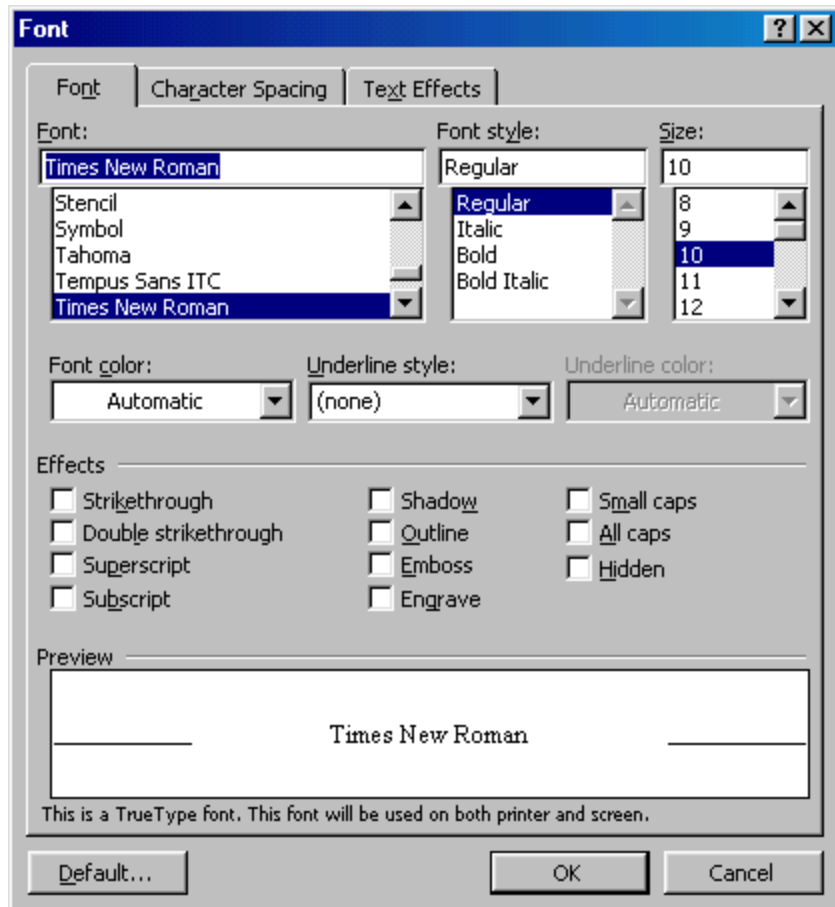
- **Style Menu** - Styles are explained in detail later in this tutorial.
- **Font Face** - Click the arrowhead to the right of the font name box to view the list of fonts available. Scroll down to the font you want and select it by clicking on the name once with the mouse. A serif font (one with "feet" circled in the illustration below) is recommended for paragraphs of text that will be printed on paper as they are most readable. The following graphic demonstrates the difference between **serif** (Times New Roman on the left) and

sans-serif ("no feet", Arial on the right) fonts.



- **Font Size** - Click on the white part of the font size box to enter a value for the font size or click the arrowhead to the right of the box to view a list of font sizes available. Select a size by clicking on it once. A font size of 10 or 12 is best for paragraphs of text.
- **Font Style** - Use these buttons to bold, italicize, and underline text.
- **Alignment** - Text can be aligned to the left, center, or right side of the page or it can be justified across the page.
- **Numbered and Bulleted Lists** - Lists are explained in detail later in this tutorial.
- **Increase/Decrease Indent** - Change the indentation of a paragraph in relation to the side of the page.
- **Outside Border** - Add a border around a text selection.
- **Highlight Color** - Use this option to change the color behind a text selection. The color shown on the button is the last color used. To select a different color, click the arrowhead next to the image on the button.
- **Text Color** - This option changes the color of the text. The color shown on the button is the last color chosen. Click the arrowhead next to the button image to select another color.

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



Format Painter 

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

1. Place the cursor within the text that contains the formatting you want to copy.
2. Click the **Format Painter** button in the standard toolbar. Notice that your pointer now has a paintbrush beside it.
3. Highlight the text you want to add the same format to with the mouse and release the mouse button.

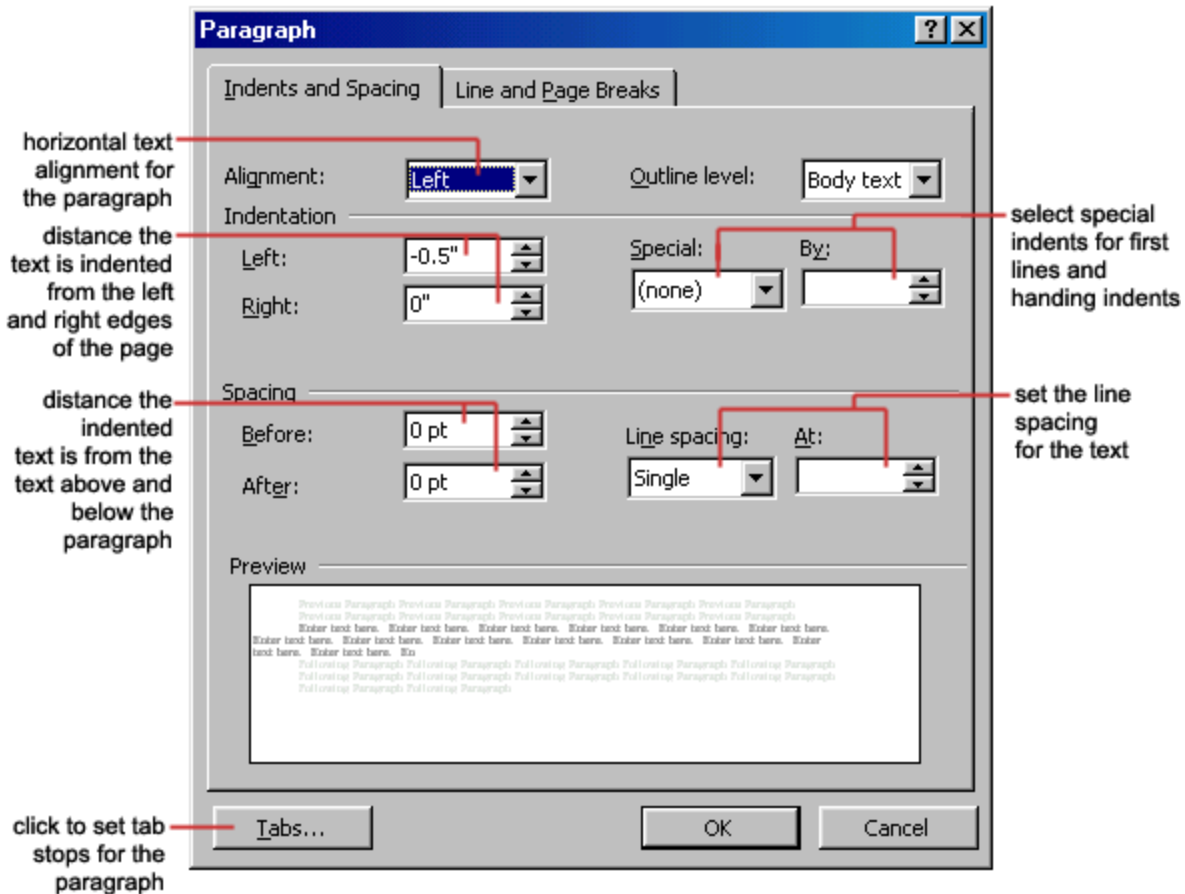
To add the formatting to multiple selections of text, double-click the **Format Painter** button instead of clicking once. The format painter then stays active until you press the **ESC** key to turn it off.

Undo

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

Paragraph Attributes

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



Moving (Cutting) Text

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

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

Copying Text

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

clipboard.

Paste Text

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

The Clipboard

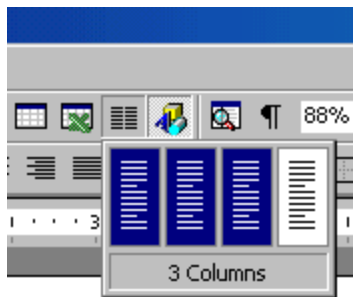
The last 12 elements that were cut or copied are placed onto Word's clipboard. You can view the elements on the clipboard by selecting **View|Toolbars|Clipboard** from the menu bar.



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

Columns

To quickly place text in a column format, click the **Columns** button on the standard toolbar and select the number of columns by dragging the mouse over the diagram.



For more column options, select **Format|Columns** from the menu bar. The **Columns** dialog box allows you to choose the properties of the columns. Select the number and width of the columns from the dialog box.