

Microsoft Word 2000

Part 1

Technology and Information Services

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Introduction to Word

Almost anything you can imagine doing with words can be done by using Word. With Word you can change everything about the documents you create. You can change not only the words, but also the way the text appears, including the font, size, style, placement on the page, margins, and use of columns.

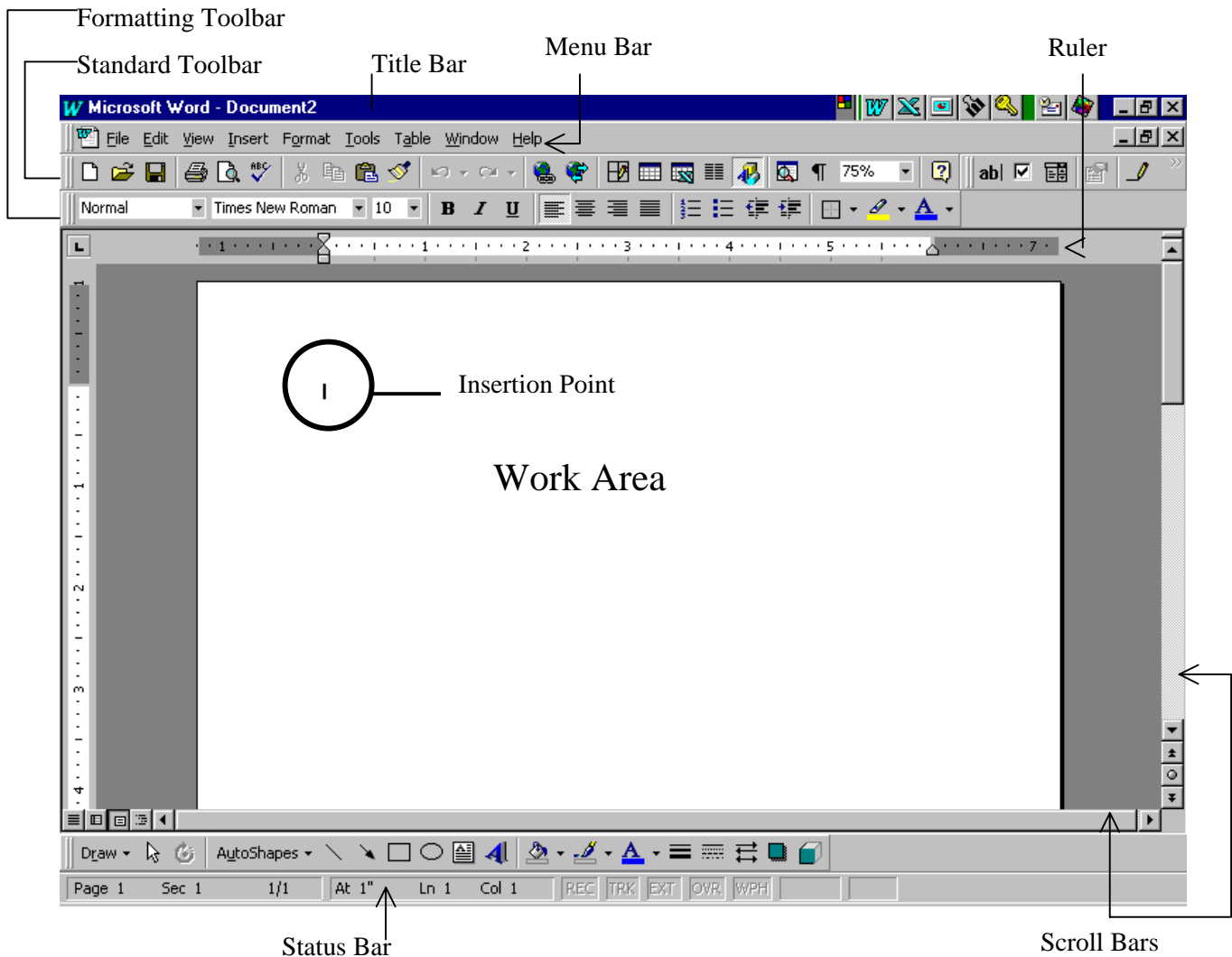
Starting Word 2000

- To start Word, click once on the Word icon located on the Microsoft Office Toolbar.



Click Here

The following screen will appear:



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Title Bar – contains the name of the application being used and the name of the document that is being created or edited.

Menu Bar – lists the menus on which you find every single Word command. These 9 menus are drop down menus.

Standard Toolbar – contains buttons that represent a choice available on a specific menu.

Formatting Toolbar – a set of buttons that correspond to formatting commands.

Ruler – contains the margin settings and tab indicators.

Work Area – blank rectangular area where you type your document.

Scroll Bars – these are used to move through the document.

Status Bar – provides information including the number of pages in the document and the page that you are currently working on and line and column counts.

Insertion Point – the placement of the insertion pointer determines where the text appears. It is a vertical line and blinks. When you press a key on the keyboard, the character will appear to the left of the insertion pointer.

Creating a Document

To enter text into Word, you just type away. As you type, the characters will appear on the blank screen, and you're creating a document. When you reach the end of a line just keep typing. Word comes with a feature called *word wrap*, which means that when you reach the end of a line, Word automatically carries over the last word that won't fit on the line to the next line.

- Enter the following memo, mistakes and all!:

MEMORANDUM

TO: New Users of Microsoft Word
FROM: (Your name), Manager

Welcome to word processing with MS Word! I'll boldly predict that you will find it rewarding and enjoyable. Hopefully, will learn that using a word is an indispensable tool tool in your world of endless typing, correcting, and printing.

Contact Ms. Connors to obtain a schedule of classes.

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How to Edit a Document

If you make errors in creating documents or if you want to go back and change words that you find just don't convey your message; you can edit or modify your text.

Inserting Text

If you want to insert additional text into your document, place the I-beam mouse pointer where you want to insert the text and click once. Type the text that you want to insert.

1. Insert the word “*you*” between the words “Hopefully” and “will”.
To do this, move the insertion point before the letter “w” in the second occurrence of the word “will” and click once with the left mouse button. Type the word “you”. If you need a space, press the spacebar.
2. Insert the word “*processor*” after the word “word” and before the words “is an”.
To do this, move the insertion point before the letter “i” and click once with the left mouse button. Type the word “processor”. If you need a space, press the spacebar.
3. Create a new paragraph with the sentence beginning with the word “*Hopefully*”.
Move the insertion point before the letter “H” of the word “Hopefully” and click once with the left mouse button. Press the **Enter** key twice. This creates a new paragraph.

MEMORANDUM

TO: New Users of Microsoft Word
FROM: (Your name), Manager

1

2

Welcome to word processing with MS Word! I'll boldly predict that you will find it rewarding and enjoyable. |Hopefully| will learn that using a word | is an indispensable tool tool in your world of endless typing, correcting, and printing.

Contact Ms. Connors to obtain a chedule of classes.

3

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Your document should look like the following:

MEMORANDUM

TO: New Users of Microsoft Word
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Deleting Text

After a character, word, line, or entire page is deleted, it's gone from the document. There are two simple ways to delete text from a Word document:

Backspace key (←) Typically located in the upper right corner of the keyboard. Pressing this key moves the cursor one character to the left and erases whatever it moves over.

Delete key- Most keyboards have two of these. One marked Del in the lower right corner of the keyboard and one marked Delete near the insert key. Pressing either delete key moves the cursor one character to the right and erases whatever it moves over.

- Delete the word "*correcting*" and enter the word "*editing*".
Place the insertion point in front of the letter "c" of the word "correcting" and click once with the left mouse button. Press the **Delete** key until the word disappears. Type in the new word "editing".

MEMORANDUM

TO: New Users of Microsoft Word
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Spell Check

Select the *Tools* command from the menu bar, then the *Spelling and Grammar* command (grammar will automatically be checked if the box on the lower left corner of the dialog box, labeled *Check grammar* has a check mark in it). When MS Word highlights a word that is not in its dictionary, it will pause and wait for you to tell it what to do:

- Ignore the word if it is spelled correctly
- Select the correct spelling, and then click Change
- Add the word to a supplemental dictionary
- Edit the word yourself

Your document should look like the following after the spell check is complete:

MEMORANDUM

TO: New Users of Microsoft Word
FROM: (Your name), Manager

Welcome to word processing with MS Word! I'll boldly predict that you will find it rewarding and enjoyable.

Hopefully, you will learn that using a word processor is an indispensable tool in your world of endless typing, editing, and printing.

Contact Ms. Connors to obtain a schedule of classes.

Thesaurus

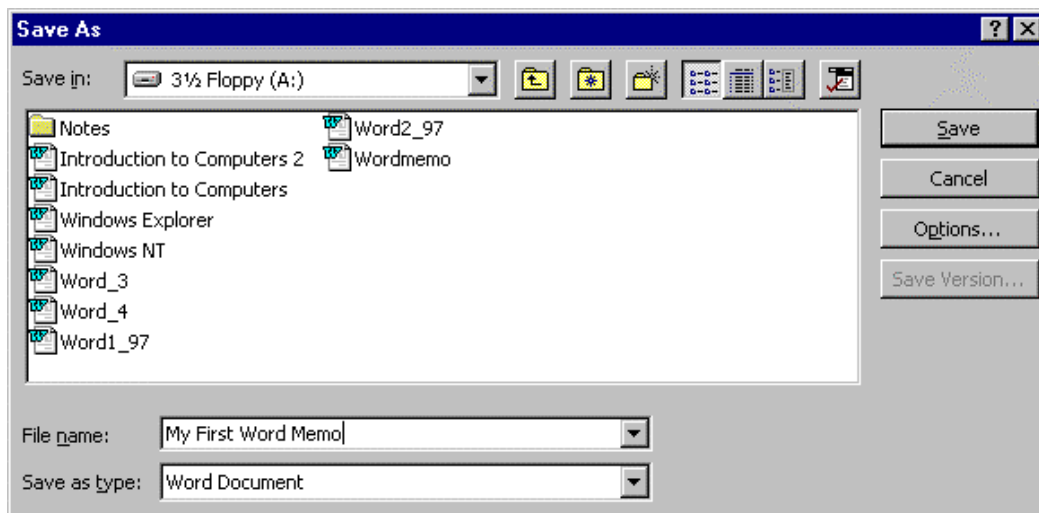
This feature looks up synonyms. Click once with the left mouse button on the word you wish to look up. Click the menu option *Tools*, then *Language*, then *Thesaurus*. To replace the word, click the new one; then choose Replace.

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Saving the Document

The rule of thumb is to save your work about every 10-15 minutes! Although a backup copy of your work can be made automatically by Word, it can only be used in case of a power outage.

- Click on the menu option *File*. [Make sure there is a disk in drive **A:**]
- Select *Save As*.
- Click inside the *File name:* box and type **My First Word Memo**
- Notice what drive and directory Word “wants” to save the file in. Click on the black arrow to the right of the Save in box. Select drive **A:** by clicking on it once.
- Click *Save* when ready.



Printing the Document

Before printing a document you should preview it. This gives you a chance to see how it will look and to make any changes before wasting paper.

- Click on the menu option *File*, then *Print Preview*. When ready, click the *Close* command.
- Make sure your printer is turned on and has paper.
- Select *File*, then *Print*

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Basics of Formatting

The word formatting means to change the appearance of your document. The types of formatting features available include bold, underline, italicize, center, tab, indent, spacing, margin changes, etc. Many of these features can be selected either before or after typing the text.

Bold

Bold is used for emphasis. It automatically darkens the text, makes the affected text stand out. It is often used to highlight titles of presentations.

- *Bold your name on the memo.*

With the mouse, move the insertion point, in front of your name and click the left mouse button. The Insertion point (cursor) is now positioned in front of your name. Carefully click and hold down the left mouse button, then move the mouse to the right until your name is selected. This is referred to as *selecting* or *blocking* text. Release the left mouse button.

Click the **B** icon located on the toolbar.



Notice that the text stays blocked until you click the left mouse button.

Underline

Underline is another way to emphasize text.

- Underline the words “*word processing*”.

With the mouse, move the insertion point, in front of the words “word processing” and click the left mouse button. Carefully click and hold down the left mouse button, then move the mouse to the right until the words are selected. Release the left mouse button. Click the U icon located on the toolbar.



Your memo should look like the following:

MEMORANDUM

TO: New Users of Microsoft Word
FROM: **Yvette Findlayter**, Technology Training Specialist

Bold

Welcome to word processing with MS Word! I'll boldly predict that you will find it rewarding and enjoyable.

Underlin

Hopefully, you will learn that using a word processor is an indispensable tool in your world of endless typing, editing, and printing.

Contact Ms. Connors to obtain a schedule of classes.

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Italicize

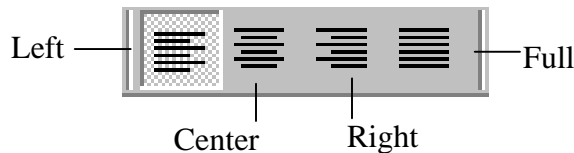
Italicized text is used for emphasis as well. This slanted text is most often used within a sentence to emphasize words or phrases and especially quotes.

- Selecting any word or words, then click the italicize icon on the toolbar.



Aligning Text

There are four buttons on the toolbar that let you align text. You can align text left, center, right, and full.



Align Left is the default setting. All text is lined up along the left-hand margin.

Align Center centers the text in the middle of the left and right margins and is usually used to center titles.

Align Right lines up all the text along the right margin.

Align Full stretches your text from one margin to the other.

- Click once inside the word “Memorandum”, and then click the *Center* icon on the toolbar. Notice that the paragraph titled “Memorandum” is now centered between the left and right margins.

Tab

A tab stop is a designated spot on the page where the cursor jumps to every time you press the Tab key. By default, tabs are set in Word at every ½ inch beginning with the left hand margin.

- Place the insertion point (cursor) at the beginning of the paragraph beginning with “Welcome...” and press the *Tab* key. The cursor moves in 0.5” from the left margin. Every time you press the tab key, the cursor moves to the right 0.5”. Pressing the backspace key causes the cursor to move to the left 0.5”.

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Indent

When you indent a paragraph, the entire paragraph is indented to the right. Why use indent? It is used to bring attention to the paragraph.

- Place the cursor after the last paragraph and press Enter. Click the *Increase Indent* icon on the *Formatting* toolbar (don't panic, I'll show you where it is). Notice the cursor moves in 0.5" from the left margin, as it did with the Tab key. Click the *Increase Indent* icon again and see how the insertion point moves another 0.5". Type the following:

The classes for this program will begin in two weeks. Please fill out the white registration cards on the front table.

Line Spacing

Line spacing is the distance between the bottom of a line and the bottom of the following line. It is usually defined in points, so 12 points means that there is a distance of about 1/6 of an inch from the bottom of one line to the bottom of another.

- Change the line spacing starting from the line beginning with "Welcome" to the end of the document, from single to *double*.
- Select or block the paragraphs you need to change the spacing of.
- Click on the menu option *Format*, then *Paragraph*, then *Indents and Spacing*, then select *Double* for the Line spacing.
- Click **OK** when done.

What if you wanted to change the spacing of the entire document? One way would be to follow step 2 described above.

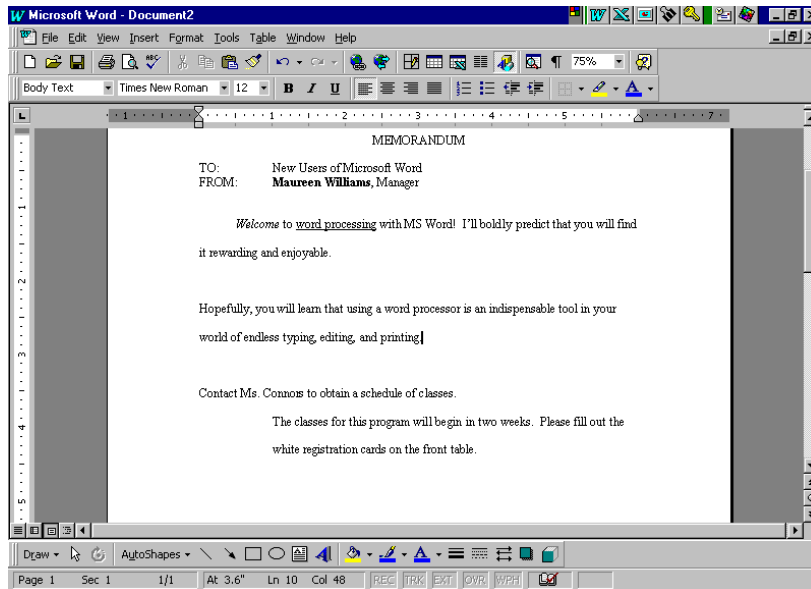
A short cut method is to select the *Edit* command from the menu bar, then *Select All*.

Click *Format*, *Paragraph*, *Indents and Spacing*, then *Double*.

Click **OK** when done.

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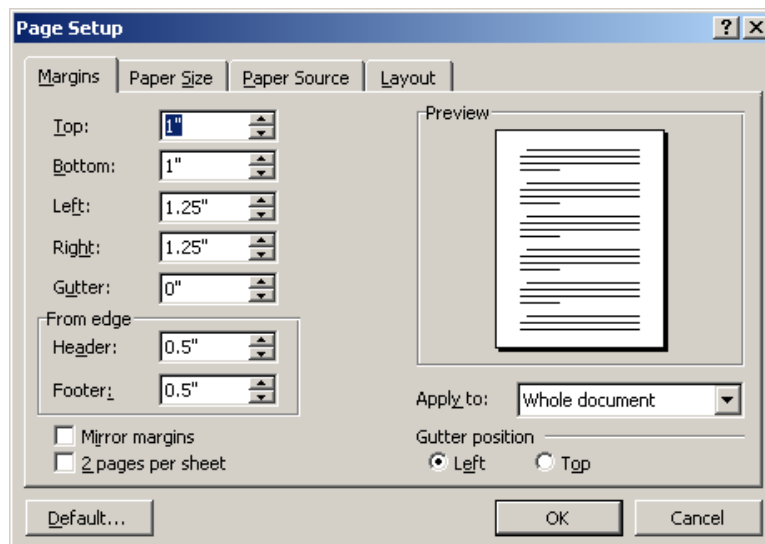
Your memo should look like the following at this point:



Margins


Every Word page has a left margin, right margin, top margin and bottom margin. The default settings for the margins in Word are 1 inch for the top and bottom margins and 1.25 inches for the left and right margins. You can change the settings of these margins.

- Change the left and right margins to 1-inch and the top and bottom margins to .5 inches. Select the menu option *File* from the menu bar, then *Page Setup*. Notice the default settings. You can change the top, bottom, left, and/or right margins for the *Whole document* or just a portion of the document.



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Now that we made changes to our document, it is time to save it.

- Click on the menu option *File*, then *Save* or click on the *Save*  icon.
- Select *File* again, then *Close*.

The results of all your hard work should resemble:

