

Beginning Microsoft Word

Quick Reference Guide

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Basics of Word

Word: Introduction

Starting Word

Click on the Start button.

Place the mouse pointer on the Programs command.

Click on the Microsoft Word command.

Click on the Close Window button.

Creating a Document

Creating a Document: Default Template

Click on the File menu title.

Click on the New command.

Click on the OK button.

Creating a Document: Specific Template

Click on the File menu title.

Click on the New command.

Click on the Letters & Faxes tab.

Click on the Contemporary Letter template icon.

Click on the OK button.

Type the appropriate text and *press* the Enter key.

Creating a Document: Using a Wizard

Click on the File menu title.

Click on the New command.

Click on the Other Documents tab.

Double-click on the Calendar Wizard icon.

Click on the Next button.

Click on the Next button.

Click on the Next button.

Click on the End drop-down list box.

Click on the August option.

Click on the Next button.

Click on the Finish button.

Inserting Text

Insertion: Click and Type

Double-click in the center of the document.

Type the appropriate text and *press* the Enter key.

Double-click towards the left in the document.

Type the appropriate text and *press* the Enter key.

Insertion: Insert Symbols

Click in the area where you want to insert a symbol.

Click on the Insert menu title.

Click on the Symbol command.

Click on the symbol that you want to insert.

Click on the Insert button.

Click on the Close button.

Working With Documents

Formatting Text

Format Styles

Click towards the left of the word that has to be formatted.
Click on the Format menu title.
Click on the Style command.
Click on the option Heading 2.
Click on the List drop-down list box.
Click on the Apply button.

Font Styles

Click on the Format menu title.
Click on the Font command.
Click on the option Arial Black.
Click on the option Bold Italic.
Click on the option 20.
Click on the single underline type.
Click on the Small caps option.
Click on the OK button.
Click anywhere in the document.

Format Painter: Using

Double-click on the word of which the format is to be copied.
Click on the Format Painter button.
Click anywhere on the word that has to be formatted.

Character Spacing Options

Click on the Format menu title.
Click on the Font command.
Click on the Character Spacing tab.
Type the appropriate text and *press* the Tab key.
Click in the Spacing drop-down list box.
Click on the option Expanded.
Type the appropriate text and *press* the Tab key.
Click in the Position drop-down list box.
Click on the option Raised.
Type the appropriate text and *click* on the OK button.
Click anywhere in the document.

Formatting a Document

Aligning Text

Click on the Center button.
Click on the left of the text to be aligned.
Click on the Align Right button.
Click on the Justify button.

Line Spacing Options

Click on the Format menu title.
Click on the Paragraph command.
Type the appropriate text and *press* the Tab key.
Type the appropriate text and *press* the Tab key.
Click in the Line spacing drop-down list box.
Click on the required option.
Click on the OK button.

Tabs: Setting

Click on the Format menu title.

Click on the Tabs command.
Type the appropriate text and *click* on the Center radio button.
Click on the OK button.
Type the appropriate text and *press* the Enter key.
Click on the Format menu title.
Click on the Tabs command.
Type the appropriate text and *click* on the Decimal radio button.
Click on the OK button.

Tabs With Leaders

Click on the Format menu title.
Click on the Tabs command.
Click on the required radio button.
Click on the OK button.
Click before the given word.
Press the Tab key.
Press the Tab key.

Indentation Options

Click on the Format menu title.
Click on the Paragraph command.
Type the appropriate text and *press* the Tab key.
Type the appropriate text and *click* on the OK button.
Click on the Special drop-down list box.
Click on the option First line.
Type the appropriate text and *click* on the OK button.
Click on the option Hanging.
Type the appropriate text and *click* on the OK button.

Lists: Creating

Click on the Format menu title.
Click on the Bullets and Numbering command.
Click on the required bullet style.
Click on the OK button.
Click on the Picture button.
Click on the required bullet style.
Click on the OK button.
Click on the Numbered tab.
Click on the required Numbered style.
Click on the OK button.
Click on the Outline Numbered tab.
Click on the required Outline Numbered style.
Click on the OK button.

Saving and Sending a Document

Saving a File

Click on the File menu title.
Click on the Save command.
Type the appropriate text and *click* on the Save button.
Click on the File menu title.
Click on the Save command.

Sending a Saved File by Using E-Mail

Click on the File menu title.
Place the mouse pointer on the Send To command.

Click on the Mail Recipient command.
Click on the To button.
Click on the name of the recipient.
Click on the To button.
Click on the OK button.
Type the appropriate text and *click* on the Send a Copy button.

Saving a Document to a New Folder

Click on the File menu title.
Click on the Save As command.
Click on the Up One Level button.
Click on the appropriate folder.
Type the appropriate text and *press* the Save button.

Saving as a Web Page

Click on the File menu title.
Click on the Save as Web Page command.
Click on the Change Title button.
Type the appropriate text and *click* on the OK button.
Click on the Save button.
Click on the File menu title.
Click on the Web Page Preview command.

Word 2000 Help: Using

Help: Using the Office Assistant

Click on the Help menu title.
Click on the Microsoft Word Help command.
Click on the Search button.
Click on the See more button.
Click on the Create a document Help topic.
Click on the Options command.
Click on the Hide command.

Help: Contents, Answer Wizard and Index

Click on the plus sign to the left of the required Help topic.
Click on the required subtopic.
Type the appropriate text and *click* on the Search button.
Click on the required Help topic.
Type the appropriate text and *click* on the Search button.

Managing Documents

Opening Documents

Open Dialog Box: Components

Click on the File menu title.
Click on the Open command.

Opening a File

Click on the File menu title.
Click on the Open command.
Double-click on the appropriate folder.
Click on the file that is to be opened.
Click on the Open button.
Click on the Views down arrow button.

Click on the Preview option.

Locating a File

Click on the Tools button.

Click on the Find option.

Type the appropriate text and *click* on the Add to List button.

Type the appropriate text and *press* the Tab key.

Click on the Search subfolders check box.

Click on the Find Now button.

Click on the drop-down arrow in the Property combo box.

Click on the Contents option.

Type the appropriate text and *click* on the Add to List button.

Click on the Search subfolders check box.

Click on the Find Now button.

Opening a Recently Used File

Click on the File menu title.

Click on the required option.

Click on the Tools menu title.

Click on the Options command.

Click on the General tab.

Type the appropriate text and *press* the Tab key.

Click on the OK button.

Manipulating Document Text

Copying Text

Click on the space to the left of the word to be copied. Then, *drag* the mouse pointer to the end of the paragraph and *release* the mouse button.

Click on the Edit menu title.

Click on the Copy command.

Click at the end of the document.

Click on the Edit menu title.

Click on the Paste command.

Clipboard Toolbar

Right-click in the empty space on the menu bar.

Click on the Clipboard option.

Click on the third Clipboard Content button.

Click on the first Clipboard Content button.

Moving Text

Click on the space to the left of the word to be moved. Then, *drag* the mouse pointer to the end of the paragraph and *release* the mouse button.

Click on the Edit menu title.

Click on the Cut command.

Click on the area where you want to move the text.

Click on the Edit menu title.

Click on the Paste command.

Click on the selected word. Then, *drag* the mouse pointer to the area where you want to move the text and *release* the mouse button.

Paste Special: Invoking

Click on the Edit menu title.

Place the mouse pointer on the double down arrowbutton.

Click on the Paste Special command.
Click on the Formatted Text (RTF) option.
Click on the OK button.

Highlighting Text

Click on More Buttons.
Place the mouse pointer on the Highlighter button.
Click on the Bright Green option.
Double-click on the word to be highlighted.
Click on the Highlight button.

Rectifying Text

Click on the required word.
Click on the Edit menu title.
Place the mouse pointer on the double down arrowbutton.
Click on the Repeat Font Formatting command.
Click on the Edit menu title.
Click on the Undo Font Formatting command.
Click on the Redo Font Formatting command.

Navigating Through a Document

Scroll Bar: Navigating

Click on the vertical scroll bar position indicator button. Then, *drag* the vertical scroll bar position indicator button until the tooltip displays the required page and *release* the mouse button.

Document Map: Using

Click on the View menu title.
Place the mouse pointer on the double down arrow button.
Click on the Document Map command.
Click on the required heading.

Go To Command: Using

Click on the Edit menu title.
Place the mouse pointer on the double down arrow button.
Click on the Go To command.
Click on the Bookmark option.
Click on the Go To button.

Browse Feature: Using

Click on the Select Browse Object button.
Click on the Browse by Edits button.
Click on the Next edit button.

Finding Text

Click on the Edit menu title.
Click on the Find command.
Type the appropriate text and *press* the Tab key.
Click on the Find Next button.
Click on the More button.

Replacing Text

Click on the Edit menu title.
Place the mouse pointer on the double down arrowbutton.
Click on the Replace command.
Type the appropriate text and *press* the Tab key.
Type the appropriate text and *press* the Tab key.

Click on the Find Next button.
Click on the Replace All button.

Organizing Documents

Organizing Pages

Margin: Setting

Click on the Page Setup command.
Type the appropriate text to set the top margin and *press* the Tab key.
Type the appropriate text to set the bottom margin and *press* the Tab key.
Type the appropriate text to set the left margin and *press* the Tab key.
Type the appropriate text to set the right margin and *press* the Tab key.
Type the appropriate text in the Header control box and *press* the Tab key.
Type the appropriate text to set the footer and *press* the Tab key.
Click on the OK button.

Page Orientation: Setting

Click on the Page Setup command.
Click on the Paper Size tab.
Click on the Landscape radio button.
Click on the OK button.

Text: Aligning Vertically

Click on the Page Setup command.
Click on the Layout tab.
Click on the Vertical alignment drop-down list box.
Click on the Center option.
Click on the OK button.

Break: Inserting

Click on the Insert menu title.
Click on the Break command.
Click on the OK button.

Hyphenation

Hyphenating Text Automatically

Click on the Tools menu title.
Place the mouse pointer on the double down arrowbutton.
Place the mouse pointer on the Language command.
Click on the Hyphenation command.
Click on the Automatically hyphenate document check box.
Type the appropriate text to reduce the hyphenation zone for the document and *press* the Tab key.
Type the appropriate text to limit the number of consecutive hyphens and *press* the Tab key.
Click on the OK button.
Click on the Format menu title.
Click on the Paragraph command.
Click on the Line and Page Breaks tab.
Click on the Don't hyphenate check box.
Click on the OK button.

Hyphenating Text Manually

Click on the Tools menu title.
Place the mouse pointer on the double down arrow .
Place the mouse pointer on the Language command.
Click on the Hyphenation command.
Click on the Manual button.
Click on the Yes button.
Click on the No button.
Click on the OK button.

Printing Documents

Printing: Previewing a Document

Click on the File menu title.
Click on the Print Preview command.
Click on the displayed document.
Click on the One Page button.
Click on the Multiple Pages button.
Click on the third icon in the second row of icons.
Click on the Shrink to Fit button.
Type the appropriate text and *press* the Enter key.
Click on the Full Screen button.
Click on the Full Screen button.

Printing: Selecting a Printer

Click on the File menu title.
Click on the Print command.
Click in the Name drop-down list box.
Click on the HP DeskJet option.

Printing a Document

Click on the File menu title.
Click on the Print command.
Click on the Pages radio button.
Type the appropriate text to print specific pages and *press* the Tab key.
Type the appropriate text to print the number of copies of the specified pages and *press* the Tab key.
Click on the OK button.

Printing in Color

Click on the File menu title.
Click on the Print command.
Click on the Properties button.
Click on the Manual radio button.
Click on the Options button.
Click on the Match radio button.
Click on the OK button.
Click on the Best radio button.
Click on the ICM check box.
Click on the OK button.

Additional Information

Button Reference



New

This button creates a new blank document based on the default template.



Open

This button opens or finds a file.



Save

This button saves the active file with its current filename, location and format.



Print

This button prints the active file or the selected items.



Paste

This button inserts the content of the clipboard at the insertion point and replaces any selection.



Undo

This button reverses the last command or the last entry typed.



Microsoft Word Help

This button provides help topics and tips to help you accomplish your tasks.



More Buttons

This button displays a list of buttons that can be added to the docked toolbar.



E-mail

This button allows you to send a Word document as a body of an e-mail or as an attachment.



Print Preview

This button shows how a file will look when it is printed.



Spelling

This button checks the spelling in the active document, file or item.



Cut

This button removes the selection from the active document and places it on the Office Clipboard.



Copy

This button copies the selection to the Clipboard.



Format Painter

This button copies the format from a selected object or text and applies it to the object or text clicked on.



Redo

This button reverses the action of the Undo command.



Font

This button changes the font of the selected text or numbers.



Font Size

This button changes the size of the selected text or numbers.



Bold

This button changes the selected text or numbers to bold.



Italic

This button changes the selected text or numbers to italic.



Underline

This button underlines the selected text or numbers.



Align Left

This button aligns the selected text, numbers or inline objects to the left with a ragged edge.



Center

This button centers the selected text, numbers or inline objects.



Align Right

This button aligns the selected text, numbers or inline objects to the right with a ragged edge.



Decrease Indent

This button reduces the indent of the selected text by approximately one character width of the standard font.



Increase Indent

This button increases the indent of the selected text by approximately one character width of the standard font.

Glossary

Alphabetical List of Terms

click and type

Click and type is a unique feature that allows you to click anywhere in a Word 2000 document and start typing.

Clipboard toolbar

The Clipboard toolbar allows you to copy multiple items to the clipboard and selectively paste any of these items. It also allows you to paste the different contents of the clipboard with the help of a single button.

docked

Docked refers to a toolbar when it is attached to one edge of the program window. You can dock a toolbar below the program title bar or to the left, right or bottom edge of the program window.

Formatting toolbar

The Formatting toolbar consists of buttons that represent commonly used formatting commands. You can use the Formatting toolbar to modify the appearance of your document quickly and easily.

horizontal scroll bar

The horizontal scroll bar allows you to move left and right across the document.

hyphenation

Hyphenation breaks a word into two words separated by a hyphen at a convenient place. If a document has a jagged look because of an irregular right margin, it can be corrected by hyphenating the document.

Insert mode

The Insert mode, by default, inserts any new text typed in between the existing text.

Maximize button

The Maximize button is located in the upper right corner of the title bar. Clicking on the Maximize button increases the window size.

menu bar

The menu bar in Word 2000 is a representation of the available commands. The commands in Word 2000 are categorized according to the functions they perform. Each category of commands is represented by a menu title on the menu bar.

Office Assistant balloon

The Office Assistant balloon is a yellow balloon that displays beside the Office Assistant. You can interact with the Office Assistant by using the interface boxes and buttons in the Office Assistant balloon.

Office Assistant

The Office Assistant is an interactive animated feature that forms part of the Word 2000 Help system. It provides quick access to a Help topic. The Office Assistant accepts a question and displays a list of Help topics in response to the question.

Overtyping mode

The Overtyping mode replaces or types over the existing text.

Places Bar

The Places Bar consists of buttons that allow you to access different folders easily. It is located along the left boundary in the Word 2000 Save As dialog box and the Open dialog box.

ScreenTip

A ScreenTip is the component description that the What's This? feature displays. This feature in Word can be activated to display a brief description of an interface component.

Standard toolbar

The Standard toolbar consists of buttons that represent commonly used commands. You can use the Standard toolbar to access Word 2000 commands quickly and easily.

status bar

The status bar is located below the document window and displays information about the document, such as the modes of operation or data entry. When a procedure is in progress, the status bar also displays the suggestions and explanations related to the procedure.

title bar

The title bar is the first component of a window. The title bar in an application window displays the name of the active application, and the title bar in the document window displays the name of the document.

vertical scroll bar

The vertical scroll bar allows you to move up and down in a document. It is located along the right boundary of the document window.

Web

The Web is a collection of interlinked documents that work together using a specific Internet protocol called HyperText Transfer Protocol (HTTP).

What's This? feature

The What's This? feature is part of the Word 2000 Help system. This feature can be invoked to display a brief description of an interface component, such as a menu, command or a toolbar button.

wizard

A wizard is a feature that displays questions and uses the answers to automatically lay out and format a document.

Word Wrap feature

The Word Wrap feature automatically breaks the text at the end of a line into the next line.