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# Microsoft Word 2000

## Formatting Basics

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### Quick Reference Guide

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## Opening Word

- Click on Start menu
- Scroll up the menu bar to Programs
- Find Microsoft Word in the list of Programs and click to open
- Word will automatically open a new document for you

## The Page

Word presents documents as blank pages of paper. The blinking vertical bar is the cursor. Anything you type appears to the left of this insertion point. A mouse-activated, movable vertical bar (I-beam) allows you to place the cursor on the page. The insertion point and bar do not print.

## Creating a New Document

New documents can be created by:

- Opening Word
- Clicking on **File / New**

## Saving a Document

### To Save a File for the First Time

- Click File / Save
- The **Save As** window appears.
- The **Save in** box at the top of the window shows the location where you are about to save your file. Change this location by clicking on the drop down arrow and selecting the drive where you would like to store the document.
- Type the file name in the **File Name** box. The name can be up to 255 characters long and may contain spaces.
- Finish saving by clicking **Save** or press **Enter**.

### Saving Changes to Saved Document

After editing your document you will want to save changes.

- Click File / Save

### Save Often!

Make it a point of saving your document before trying something unfamiliar or risky, before switching to another application, and before leaving your computer.

If you forget to save a file before closing Word, it will prompt you to save changes.

## Opening Existing Documents

- Click on **File**
- Click on the double arrows to expand the menu if you don't see the menu option
- Scroll up to **Open**
- The Open window appears
- Use the drop down arrow to find the drive/folder where the document is saved. Once you find the file you have several options for opening it:
  - Double-click it.
  - Select the file by single clicking on it and then click **Open**.
  - To select a range of files click on one, and then hold the **Shift** key down and click on the last file in the range. For example, to select files A through Z, click file A and then hold the Shift key down while you click file Z.
  - To select files that are not next to each other, press the **Ctrl** key on your keyboard and click each file name. Then select **Open**.

# Entering Text

**Entering text** – Begin entering text at the blinking cursor.

## **New to Word 2000:**

Double click anywhere in the document to begin typing. Word will automatically align the text: right, center, or left.

## **Selecting a Block of Text to Be Changed**

Before you can change a block of text –move it, for example, change its typeface, or copy it - you have to select it. When you move your arrow pointer over the document page, it changes shape to what is called an **I-beam**.

- Place the **I-beam** at the start of the text you want to change
- Press and hold the mouse left button
- Drag the **I-beam** over the text.
- Release the mouse button when the text is highlighted or selected
- Select one word at a time by double clicking on the word

## **Deleting text**

- **Backspace** - back up over one character at a time
- **Delete** - erase one character in front of the cursor

## **Word Wrap**

Text automatically wraps to the next line as you reach the right margin. If you're used to using a typewriter, you need to break the habit of pressing **Enter** at the end of every line.

Unnecessary returns can cause problems later if you change your text's formatting. Use the **Enter** key only when you want to create a new paragraph.

**Tip:** Create a blank line in your document by pressing **Enter** twice.

## **Editing in Another Area of Your Document**

To insert text in another location, you must the blinking cursor (insertion point).

To move the blinking cursor, move your pointer arrow to the new location and click once.

**Tip:** The **Status Bar** shows where the insertion point is in your document, including the page number and distance from the margin.

## **Using Scroll Bars**

To move to a different part of your document, use the scroll-bars on the side of the Word window. Click the up or down arrow to move one line at a time, drag the scroll box to move more quickly, or click above or below the scroll-box to move up or down a screen at a time.

## **Page Breaks**

When your document reaches the end of a page, Word automatically inserts page breaks.

Automatic page breaks appear as a line of dots across the screen. If you want a page to end at a particular point in your text, you can insert a manual page break by:





- Clicking on Insert menu
- Click on Break
- Choose the Break option that you want
- Or you can press **Ctrl-Enter**.

Page breaks you insert are labeled **Page Break** on the screen. To remove an inserted page break, delete it as you would any other character.

## Formatting Text

Use buttons on the Formatting toolbar to quickly format characters and paragraphs.





- Select the text you want to format
- Click once on the appropriate button or drop down menu to change font, font size, bold underline or italicize text (see chart below)
- With the text still highlighted, click the bold, underline or italicize button a second time to undo formatting

Font and Font Size			<u>Underline</u>	
<b>Bold</b>			<i>Italicize</i>	

### Text alignment

Use buttons on the Formatting toolbar to change text alignment

- Select the text you want to align
- Click once on the appropriate button

Align Left			Align Right	
Center			Justify	

### Inserting ClipArt

Insert graphics into your Word document by:

- Go to the Insert menu and click once to open
- Scroll down to Picture
- Go over to Clip Art and select
- The Insert ClipArt box appears
- Type a keyword in the “Search for Clips Box” to begin searching or choose one of the categories
- Click once on the clip to select it
- Right click and choose insert clip (first option)

### Resizing ClipArt

- Click once on the graphic to active the sizing handles

Proportionally from a corner

SHIFT and drag a corner sizing handle

Vertically, horizontally, or diagonally from the center outward

CTRL and drag a sizing handle

Proportionally from the center outward

CTRL+SHIFT and drag a corner sizing handle

While temporarily overriding the settings for the grid

ALT and drag a sizing handle


### Undo and Redo



You can undo and redo many commands, such as copying, pasting and formatting.

- Click on either the **undo** or **redo** button on the Standard toolbar.
- Click the drop-down arrow next to either button to see a list of commands available for changes.

## Paragraph Formatting

Use the Show/Hide button to display formatting marks in the document. 


Formatting marks contain information on font, font size, line spacing and bold or italicized text. These characters do not appear on a printed document.

This is a demo of the Show/Hide button. Notice that dots between words indicate that the spacebar was pressed. The character at the end holds the font and font size. ¶

## Spell Check

Word checks your spelling as you type, and corrects some errors as it finds them. If Word doesn't recognize a word, it puts an squiggly red line under it. You can ignore the line, or **right-click** the word, and choose an option from the menu that appears. The menu may have the correct spelling of the word, or simply Word's best guess at what the unfamiliar word might be.

You can check spelling and grammar of the entire document by:

- Clicking on Tools / Spelling and Grammar
- OR, by using the Spelling and Grammar button 

The Spelling and Grammar checker will then search the document for errors. A box will appear each time an error is found. Spelling errors appear in red text and grammar errors appear in green text. You have the choice of Ignoring the suggestion or making the change.

To turn off the spell-checker:

- Click on the **Tools** menu
- Click on **Options**
- Click on the **Spelling & Grammar** tab
- Turn on **Hide spelling errors in this document** by clicking in the box
- Or turn off **Check spelling as you type** by clicking in the box
- Click **OK** to accept the change

### Be careful!

Spelling and Grammar Check isn't always correct.

For example: if you meant to type the word "one" and instead typed "on", Word would recognize "on" as a word and not suggest a replacement.

# Moving and Copying Text

## Copy and Paste



- Select a block of text
- Click on the Edit menu
- Click on Copy
- The original text remains in the document and a copy goes onto the clipboard.
- Move the insertion point to the new location and then click Edit / Paste

You can also copy and paste by using the Standard toolbar's **Copy** and **Paste** buttons

## Cut and Paste



- Select the text that you want to cut and then click the
- Click on the Edit menu
- Click on Cut
- The text will disappear from the document. It is temporarily stored in your computer's **clipboard**.
- Select Edit / Paste to place the text elsewhere

You can also cut and paste by using the Standard toolbar's **Cut** and **Paste** buttons

## Drag and Drop

Another easy way to move text to a nearby location is to drag and drop it.

- Select the text
- Point and click the middle of the highlighted area,
- Hold down the mouse button,
- Drag the text to a new location.

While dragging text, the pointer arrow has a gray box at its base and a gray insertion point at its tip. Use the insertion point to position the text; to drop it in place, release the mouse button.

## Pasting in Other Documents, Other Applications

You can paste information you cut or copy into other documents and other Windows applications. Simply position your insertion point in the other document or application and paste the text.

### New to Word 2000:

Use **Collect and Paste** to cut or copy up to 12 text selections or graphics and then paste them in any order in your document.

Make sure the **Clipboard** toolbar is turned on:

- Click on the **View** menu
- Click on **Toolbars**
- Click on Clipboard to turn on the toolbar. If it is checked the clipboard is already on.

Copy or cut objects you want from a document or another Windows program.

The Clipboard toolbar has buttons for each of the objects copied or cut.


To find out what a button represents, point at it and read the yellow flag that describes it.

To paste an object, click its button.

To paste all objects in the order in which you placed them on the clipboard, select **Paste All**.

# Print Preview


Before printing a document, Word allows you to see what the document looks like.

- Go to the **File menu**
- Click on **Print Preview**
- Scan the document with your cursor and a magnifying glass appears
- Click once to Zoom In
- Click again to Zoom Out
- Click close to continue editing.
- Standard Toolbar Icon: 
- Close Print Preview by clicking the close button on the toolbar
- Or, File/Print Preview

**Note:** You cannot edit text in Preview mode.

## Printing a Document

To print the document:

- Go to the **File menu**
- Click on **Print**
- Click **OK** or press **Enter** to begin printing
- Standard Toolbar Icon: 

**Note:** Printing by File / Print gives you many options for printing such as:

Changing printers, changing print quality, selecting the number of pages you want printed, etc.

## Closing Word

There are two ways of closing word:

- Go to File menu
- Click on Exit
- OR, Click the **Close** button in the top right corner of your screen

If a document has not been saved, Word prompts you save it before closing.

Click the appropriate button: **Yes, No**.

If you did not mean to exit the program **Cancel**.